

CLASSIFICATION



PAY PLAN

EFFECTIVE
JULY 1, 2014

CITY OF NEWPORT NEWS

CLASSIFICATION AND PAY PLAN

Effective July 1, 2014

TABLE OF CONTENTS

- I. Pay Plan Administration, Philosophy and Objectives
- II. General Information
- III. Pay Ordinance
- IV. Approved Allowances & Supplemental Pay
- V. Salary Administration Policies
 - 601 – Classification and Compensation System
 - 604 – Salary Administration Policies
 - 605 – Salary Administration Policies for Temporary and Regular Part-Time Positions
 - 607 – Payroll Record Keeping Policies and Procedures
 - 610 – Pay Computation and Overtime Policies and Procedures
 - 611 – Emergency Status
 - 612 – Supplemental Pay Policies and Procedures
 - 613 - Standby Authorization & Call Back Pay
 - 614 – Secondary City Employment
 - 616 – Holiday Compensation and Holiday Differential Pay
 - 618 – Tool Allowance and Procedures
- VI. Classification and Pay Plan Salary Schedules
 - Executive & Management Positions
 - General & Hourly
 - Fire & Police
 - Part-Time & Temporary
 - Constitutional Officers & Elected Officials

Prepared by:
Department of Human Resources
700 Town Center Drive, Suite 200
Newport News, Virginia 23606
(757) 926-1800

(Published June, 2014)

PAY PLAN
ADMINISTRATION, PHILOSOPHY AND OBJECTIVES

PAY PLAN ADMINISTRATION

Policies and procedures are established by the City Manager to govern the administration of all aspects of the classification and compensation system. Responsibility for administration of the plan is delegated to the Director of Human Resources. Any actions falling outside the scope of these policies and procedures must be authorized by the City Manager or his designated representative.

PHILOSOPHY AND OBJECTIVES

The City's compensation plan is based on the principles of external and internal compensation equity with individual employee compensation actions made in consideration of overall job performance. Job performance factors include type and level of work performed, progressive growth in level of work performed, how well the employee performs job functions and carries out responsibilities, levels of knowledge, skills, abilities and competencies required to competently perform the job, progress in attaining higher levels of knowledge, skills, abilities and competencies, the degree to which the employee meets goals and objectives, the degree to which the employee's performance furthers City values and goals, conduct and other relevant considerations.

The Classification and Compensation System of the City of Newport News has as its primary objectives:

1. The establishment and maintenance of equitable and competitive compensation levels for each position.
2. Providing the opportunity for progression through a salary range based on the individual employee's level of skill, general job performance and conduct.
3. Providing opportunities for employee progression to more responsible positions within the City.

GENERAL INFORMATION

GENERAL INFORMATION

The first letter(s) of the grade indicates the salary schedule for the position, as follows:

- G = General Salary Schedule
 - H = Hourly Salary Schedule
 - FP = Fire/Police Salary Schedule
 - DS = Sworn Employees of the Sheriff
 - CS = Non-Sworn Employees of the Sheriff
-

Grade X-PT indicates that the position is unclassified but has been assigned to a pay range in the Part-Time and Temporary Rate Schedule.

Grades M-XX and E-XX represent department heads and executive staff. These positions do not have an established salary range. In determining the entry salary for new appointees and the appropriate merit-based actions for department heads and executive staff, the City Manager will be guided by salary survey information reflecting competitive salary ranges. Department heads and executive staff are subject to the same personnel policies and benefits as all other regular employees.

Positions identified with grade X-XX are unclassified positions not covered by the Classification and Pay Plan.

Exemption Status:

E = The position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is not eligible to receive overtime compensation.

N = The position is non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) is eligible for overtime compensation.

An asterisk () by position titles refers to Public Safety positions (Sworn Police, Fire and Sheriff) as provided for in Section 31-25 of the City Code.*

.....

CITY COUNCIL APPROVED PAY ORDINANCE

.....

ORDINANCE NO. 7060-14

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A CLASSIFICATION AND PAY PLAN FOR THE EMPLOYEES OF THE CITY OF NEWPORT NEWS.

WHEREAS, City Council appropriated funding for the implementation of the City of Newport News employee Classification and Compensation Plan in its Fiscal Year 2015 Operating Budget.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Newport News pursuant to Section 4.02(D) of the Charter of the City of Newport News:

1. That the City Manager is hereby authorized to develop, administer and implement the Classification and Pay Plan for all classes of City of Newport News officers and employees effective Fiscal Year July 1, 2014 through June 30, 2015 (FY 2015).

2. All employees of the City of Newport News shall be included in the Classification plan with the exception of the following:

(a) Officials elected by the people and persons appointed to fill vacancies in elective offices, and employees of Constitutional Officers unless inclusion of employees of Constitutional Officers in the Classification and Pay Plan is specifically approved by the City Manager;

(b) Members of boards and commissions, the City Manager, the City Attorney, the City Clerk, and other positions appointed by City Council, the City Registrar, and persons appointed by the Judges of the Circuit Court;

(c) The Assistant City Managers, Executive Staff, and the attorneys employed in the City Attorney's Office;

(d) Employees of the school board;

(e) Licensed physicians employed by the City in their professional capacities;

(f) Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service; and

(g) Persons employed in temporary or regular part-time jobs which are not equivalent to jobs included in the classification plan.

3. Employees of agencies for which the City acts as fiscal agent are not employees of the City of Newport News.

4. The City Manager is authorized to promulgate and administer all provisions which govern salary and classification adjustments for all employees made necessary through the implementation of the FY 2015 Compensation and Classification Plan.

5. The City Manager is responsible for the overall development and implementation of the City's Classification and Pay Plan and for promulgating policies and procedures for the equitable administration of the plan.

6. The City Manager is hereby authorized to establish policies governing the award of any additional compensation to employees in positions exempt from the provisions of the Fair Labor Standards Act (FLSA) and the circumstances under which such compensation may be made.

7. Notwithstanding any provision of this ordinance, the City Attorney, the Commonwealth Attorney and the City Clerk, with the prior approval of the City Council, shall have responsibility for the administration of the Classification and Pay Plan as it relates to their respective deputies and assistants.

8. This ordinance shall be in effect on and after July 1, 2014.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON MAY 13, 2014

Mabel Washington Jenkins, MMC
City Clerk

McKinley L. Price, DDS
Mayor

A true copy, teste:

Mabel Washington Jenkins
City Clerk

APPROVED ALLOWANCES & SUPPLEMENTAL PAY

.....



CITY OF NEWPORT NEWS FY2015 APPROVED ALLOWANCES

The following approved allowances will be paid to eligible employees for each pay period that they actively serve in the identified role and for which they are certified, as required by their position.

Certified Assessment Evaluator (CAE) - \$1,000/yr.

- Members of the City's appraisal staff who achieve and maintain the CAE designation, as certified by the International Association of Assessing Officers, or equivalent.

Member of Appraisal Institute (MAI) - \$2,500/yr.

- Members of the City's appraisal staff who achieve and maintain the MAI designation, as certified by the American Institute of Real Estate Appraisers, or equivalent.

Police Stipend - \$3,600/yr.

- Lieutenants in Narcotics and Major Crimes divisions.

State Registered Apprenticeship Program

- Authorized for skilled trades employees who have successfully completed a state registered apprenticeship program in the trade in which they are actively employed, as recognized by the City, in the following amounts:
 - Forty cents (\$.40) per hour for successful completion of a two-year apprenticeship program
 - Fifty cents (\$.50) per hour for successful completion of a three-year apprenticeship program
 - Sixty-two cents (\$.62) per hour for successful completion of a four-year apprenticeship program
 - Seventy-five cents (\$.75) per hour for successful completion of a five-year apprenticeship program

Tool Allowance

- Seven hundred and fifty dollars (\$750) per year is authorized for employees who are in jobs which require the incumbent to possess a full set of automotive mechanic hand tools and a locking tool box
- Two hundred and fifty dollars (\$250) per year is authorized for employees who serve as full-time Self Contained Breathing Apparatus (SCBA) Technicians and who are required to possess a full set of mechanical hand tools with a locking tool box



**CITY OF NEWPORT NEWS
FY2015 APPROVED
SUPPLEMENTAL PAYS**

The following approved supplemental pays will be paid to eligible employees for each pay period that they actively serve in the identified role and for which they are certified, as required by their positions.

Fire Specialty Team Members - \$1,500/yr.

- FY2015 specialty teams include the Fire Department's Hazardous Materials (HAZ/MAT), Technical Rescue, Bomb Squad, Marine Incident Response, and Fire Prevention Teams.

Fire Specialty Team Coordinators - \$3,000/yr.

- Team Coordinators will be paid this supplement in lieu of the Fire Specialty Team Member supplement

Paramedics - \$4,000/yr.

- Approved for Firefighter/Medics, Firefighter/Medic Technicians and Fire and Emergency Medical Services Officers

Police Specialty Team Members and Field Training Officers - \$1,500/yr.

- FY2015 specialty teams include Tactical and Crisis Negotiation Teams
- Separate supplement for those who serve as Field Training Officers

Police Team Drivers - \$750/yr.

- Approved for Police Officers who serve as drivers for the Police Incident Response Team or the Police Tactical Team

Police Communication Training Officers - \$1,200/yr.

- Approved for 911 Dispatchers who serve as Communication Training Officers

Public Utilities Asbestos Response Team - \$1,008/yr.

- Approved for Public Utilities employees who serve as members of the department's Asbestos Response Team

SALARY ADMINISTRATION POLICIES



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 07/01/92

SECTION	SUBJECT
601	CLASSIFICATION AND COMPENSATION SYSTEM


The Classification and Compensation System of the City of Newport News has as its primary objectives:

- The establishment and maintenance of equitable and competitive compensation levels for each position.
- Providing the opportunity for progression through a salary range based on the individual employee's level of skill, general job performance and conduct.
- Providing opportunities for employee progression to more responsible positions within the City.

COVERAGE

All employees of the City of Newport News shall be included in the classification and compensation system with the exception of the following:

1. Officials elected by the people and persons appointed to fill vacancies in elective offices, and employees of Constitutional Officers unless inclusion of employees of Constitutional Officers in the Classification and Pay Plan is specifically approved by the City Manager;
2. Members of boards and commissions, the City Manager, the City Attorney, the City Clerk, and other positions appointed by City Council, City Registrar, and persons appointed by the Judges of the Circuit Court;
3. The Assistant City Managers, Executive Staff members and attorneys employed in the City Attorney's Office;
4. Employees of the school board;
5. Licensed physicians employed by the City in their professional capacities;
6. Persons temporarily employed in a professional or scientific capacity, or to conduct a special inquiry, investigation or examination if the Council or the City Manager certifies that such employment is temporary and that the work shall not be performed by employees in the classified service;
7. Persons employed in temporary, or regular part time positions which are not equivalent to positions included in the classification system;

AMENDS/SUPERSEDES SECTION 601-1, DATED 7/01/90	REFERENCES 4352-92	APPROVAL 
---	-----------------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 07/01/92

SECTION
601

SUBJECT

CLASSIFICATION AND COMPENSATION SYSTEM

8. Employees of agencies for which the City acts as fiscal agent are not considered employees of the City of Newport News.

PERFORMANCE BASED COMPENSATION SYSTEM

The compensation system is based on the concept of merit. Employees are eligible to receive salary adjustments and are eligible for promotion from one job level to another based on qualifications and job performance. Length of service is not the primary factor in any salary action.

SALARY SCHEDULES

There are four (4) salary schedules in the compensation plan:

1. Management
2. General
3. Hourly
4. Fire/Police

SALARY RANGES

Salary ranges are established for each schedule by action of City Council.

Each year the Personnel Department, at the direction of the City Manager, conducts a survey of salary levels in the appropriate labor markets. Based on an analysis of this information, and other information which impacts salaries, adjustments to salary ranges may be recommended.

POSITION ANALYSIS AND CLASSIFICATION

It is the policy of the City of Newport News to classify each position in a salary range based on a comparison and analysis of the compensable factors of the position to ensure appropriate salary range classification among positions.

The authorization of the City Manager is required to establish or change any position's salary range classification.

AMENDS/SUPERSEDES
SECTION 601-2, DATED 7/01/90

REFERENCES
4352-92

APPROVAL:

A handwritten signature in black ink, appearing to read "E. J. Marone", written over a rectangular box.



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL


Effective Date: 07/01/92

SECTION 601	SUBJECT CLASSIFICATION AND COMPENSATION SYSTEM
-----------------------	--

ADMINISTRATION

Policies and procedures are established by the City Manager to govern the administration of all aspects of the classification and compensation system. Responsibility for administration of the plan is delegated to the Director of Personnel. Any actions falling outside the scope of these policies and procedures must be authorized by the City Manager or his designated representative.

S:\PAM\600 Salary Administration\601 Classification and Compensation System.doc

AMENDS/SUPERSEDES SECTION 601-3, DATED 07/01/89	REFERENCES 4352-92	APPROVAL: 
--	-----------------------	--



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 604	SUBJECT SALARY ADMINISTRATION POLICIES
-----------------------	--

The policies stated in this section apply to regular full-time employees and, unless otherwise stated, to regular part-time and temporary employees in jobs classified in the General, Hourly, Fire and Police and Management Salary Schedules. Specific Salary Administration Policies applicable to jobs in the Fire and Police Salary Schedule are stated in Section 604, Attachment II, Salary Administration Policies – Fire/Police Salary Schedule.

I. DETERMINATION OF STARTING SALARY FOR NEW EMPLOYEES

A new employee shall be paid at least the minimum salary of the salary range for the job unless the employee is in an underfill position as described below.


In cases where the applicant selected significantly exceeds the minimum qualifications, the Director of Human Resources or the City Manager may approve a starting salary above the minimum salary or rate for the job. The department head must provide written justification to support any recommendation to hire an employee above the minimum salary. Recommendations that employees be hired above the minimum salary will be thoroughly reviewed and documented. Internal equity will be reviewed and considered. The Director of Human Resources is authorized to approve starting salaries of up to 20% above entry. The City Manager's approval is required for starting salaries of more than 20% above entry.

In cases in which the most suitable applicant does not fully meet the minimum standards for the job the applicant may be appointed on an underfill basis to a lower level job in the same or related job structure for which the applicant is qualified. The starting salary will be established by the Director of Human Resources based on the employee's qualifications and other relevant factors. When a position has been underfilled, the employee may be administratively promoted when the employee meets and sustains the minimum qualifications for the higher position.

The provisions of this policy will not necessarily apply to the determination of the salary of an employee promoted, demoted, transferred or reclassified to another position. See appropriate policies below.

II. PERFORMANCE BASED SALARY ADJUSTMENT

The City's compensation plan is based on the principles of external and internal compensation equity with salary adjustments based on the employee's job performance. Each fiscal year, a compensation plan is established by City Council. Salary ranges may be adjusted and employees may be eligible for a general salary adjustment in accordance with issued policies and guidelines.

AMENDS/SUPERSEDES SECTIONS 604, 05/01/96	REFERENCES	APPROVAL 
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION

604

SUBJECT

SALARY ADMINISTRATION POLICIES

City Council may also periodically provide for salary increases which are based on individual job performance. This paragraph addresses general policies for performance based pay adjustments. The City Manager will issue specific policies and guidelines governing eligibility for performance increases and the amounts of increases which may be granted during that fiscal year, if any.

Generally, performance adjustments are recommended by the department head based upon the degree to which the employee meets and sustains performance standards which include factors such as the type and level of work performed, the degree to which the employee meets the position's full performance knowledges, skills and abilities, how well the employee performs job functions and discharges responsibilities, the degree to which the employee meets goals and objectives, the degree to which the employee's performance furthers City values and goals, and the employee's conduct.

- A. Each employee's job performance and salary will be reviewed in accordance with policy and with compensation guidelines issued that year.
- B. Any performance based increases is not automatic. In order to be eligible for a performance increase, the employee must meet and sustain the standards for a higher salary level within the range. Refer to Section 604, Attachment I, Compensation Philosophy and Guidelines, for more detailed information on job performance and competency standards.
- C. An employee who is on disciplinary probation or performance probation is not eligible for a performance based increase that year. Should an employee subsequently be placed on disciplinary probation with an effective date retroactive to the proceeding year, and the employee received a performance increase in the earlier year, then the employee will not be eligible for a performance increase in the following year.
- D. An employees who is on leave of absence, long term medical or other leave, light duty, alternative employment or Workers' Compensation leave is not eligible for performance increases until he/she returns to full, unrestricted duty in his/her regular job.
- E. In no case will an employee be eligible to receive a performance increase to a salary higher than that supported by the employee's performance. Refer to Attachment I.
- F. In no case will an employee be granted a performance increase that places the employee's salary above the maximum salary of the range.

AMENDS/SUPERSEDES
SECTIONS 604, 05/01/96

REFERENCES

APPROVAL



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 604	SUBJECT SALARY ADMINISTRATION POLICIES
-----------------------	--

References:

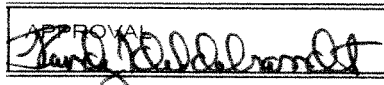
Attachment I: Compensation Philosophy and Guidelines

Attachment II: Salary Administration Policies - Fire/Police Schedule

III. PROMOTIONS

An employee who is fully qualified and promoted to a higher level job in the same or a related job structure through a regular selection process is eligible to receive a salary increase as follows:

- A. An employee who is fully qualified for the higher level job may be granted a promotional increase within the following guidelines:
 - a. The standard adjustment for a promotion is the minimum salary for the new salary range or 5% above the employee's base salary in the lower job, whichever is greater.
 - b. In addition, other relevant factors may be considered and balanced in determining the appropriate amount of the promotional increase. These factors and the range of adjustment apply only in compelling situations and they do not constitute a set formula for determining the amount of adjustment. Rather, the amount of a promotional adjustment will be based on consideration of relevant circumstances of the individual case.
 - 1. When the employee is promoted from a job that is overtime eligible to a job that is not eligible for overtime, the employee may be granted up to an additional 5%. The amount should consider both whether overtime was frequently worked in the overtime eligible job and the expectation for required overtime in the exempt position.
 - 2. When the employee is undertaking significant supervisory responsibility, or when the employee is given additional management responsibility, the employee may be granted up to an additional 5%. In cases of significantly higher level management responsibility, up to an additional 10% may be granted.
 - 3. Consideration is also given to compensation equity and to the qualifications of the employee for the job.

AMENDS/SUPERSEDES SECTIONS 604, 05/01/96	REFERENCES	
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 604	SUBJECT SALARY ADMINISTRATION POLICIES
-----------------------	--

4. Promotional increases will be recommended by the department head in consultation with Human Resources. The Director of Human Resources is authorized to review and approve promotional increases of up to 20%. Larger adjustments require authorization of the City Manager.
- B. Promotional increases may be withheld or may be granted for lesser amounts than those stated above if the employee's qualifications do not meet those required for the higher salary. (For employees who do not fully meet the qualifications for the higher level position, refer to Section 408, Underfill Status.) In no case will an employee be granted a promotional increase above the salary range maximum.
 - C. Actions requiring the City Manager's authorization will be submitted to the Director of Human Resources who will make a recommendation to the City Manager.
 - D. Promotions will become effective at the beginning of a pay period.
 - E. Promotions to jobs within the Fire/Police Schedule and from jobs in the Fire/Police Schedule to jobs in the General Schedule will be handled in accordance with Section 604 - Attachment II.

IV. ADMINISTRATIVE PROMOTIONS

- A. When an employee is placed in an approved training capacity or has underfilled a higher level job, the employee may be administratively promoted to the higher job or to an intermediate level job in the job structure when the employee meets all of the requirements for the higher job.
- B. The employee who is administratively promoted is eligible for a promotional increase to the entry salary of the higher job or, if the employee's salary is within the higher salary range, the employee may receive a promotional increase of up to 5%. However, in unusual and compelling cases and in the interest of compensation equity, the Director of Human Resources may authorize a greater adjustment, not to exceed a maximum of 15% considering the same factors that apply to promotions as stated in Paragraph II above.

V. DEMOTIONS AND SALARY REDUCTIONS

- A. When an employee is transferred or demoted to a job in a lower salary range, the employee will be subject to a corresponding salary reduction.

AMENDS/SUPERSEDES SECTIONS 604, 05/01/96	REFERENCES	
---	------------	--



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 604	SUBJECT SALARY ADMINISTRATION POLICIES
-----------------------	--

- B. The employee's salary upon transfer or demotion will be determined based on the employee's qualifications for the lower job.
- C. The usual reduction is at least 5% although a lesser or greater reduction may be approved by the Director of Human Resources, depending upon the circumstances. Salary reductions require the approval of the Director of Human Resources.
- D. The same provisions apply in situations where an employee is demoted in-grade.


VI. TRANSFER

An employee who transfers to another closely related position or job in the same or equivalent salary range will generally transfer at the employee's same salary. An employee who transfers to another position or job in the same salary range which is not considered closely related or to a job in a higher or lower salary range which does not qualify as a promotion or demotion will be placed at a salary level that reflects the employee's qualifications for the new job. The salary level will be determined by the procedure used for determining starting salary.

VII. CAREER DEVELOPMENT ASSIGNMENTS

Certain position vacancies may be designated as "Career Development Assignments" in accordance with Section 306, Assignment/Transfer/Reassignment Of Employees.

1. When an employee is transferred to a Career Development Assignment expected to last one year or less, generally there is no change in salary. At the end of the assignment, the employee would be expected to return to their regular assignment or transfer to another position in accordance with regular policy.
2. If the employee is transferred to a Career Development Assignment in a higher position classification which is expected to last more than one year, the employee will be considered for a salary adjustment in accordance with standard salary administration policy.
3. If the employee is transferred to a lower position classification, the employee will generally transfer at his/her regular salary.
4. While in a Career Development Assignment, the employees will be eligible for other salary adjustments in accordance with appropriate policy.
5. Determination of appropriate salary action is made by the Director of Human Resources.

AMENDS/SUPERSEDES SECTIONS 604, 05/01/96	REFERENCES	
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 604	SUBJECT SALARY ADMINISTRATION POLICIES
-----------------------	--

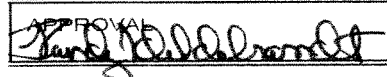
VIII. EMPLOYEES HELD AT CURRENT RATE

Any employee whose salary is above the position in range supported by the employee's performance is considered ineligible for any salary increase until one of the following criteria has been met:

1. The employee is promoted or reclassified to a job in a higher salary range, provided the employee's salary is not at or above the maximum of the higher range and provided the employee's job performance supports a higher salary level.
2. Adjustments to the salary range raise the salary for the employee's performance level above the employee's current salary.
3. The employee's performance improves to a level supporting a higher salary placement.

IX. JOB RE-GRADING AND RECLASSIFICATION

- A. When a job or position is re-graded to a different salary range but the job responsibilities have not significantly changed, such as in the case of restructuring of the job hierarchy or a grade adjustment to more closely reflect appropriate labor market salaries, the incumbent employee's salary is not generally subject to adjustment unless it is below the entry salary for the new salary range. In this case, the employee's salary will be adjusted to the entry salary.
- B. When a job or position is reclassified to a lower salary range based on significantly changed responsibilities which have occurred because of departmental needs or other reasons not related to the employee's performance, and the change is not due to the employee's request, the incumbent employee is not generally subject to a salary reduction.
- C. When a position or job is reclassified to a higher salary range based on significantly increased job responsibilities, the incumbent employee may be eligible for a salary adjustment. When the reclassification is based on major changes in responsibilities such as taking on supervisory responsibilities, or additional significantly higher level technical or professional responsibilities, the employee may qualify for a reclassification adjustment corresponding to the City's promotional salary increases at the time the reclassification is effective.
- D. Reclassifications based on job studies or compensation plan revisions may have separate policies governing salary adjustments.

AMENDS/SUPERSEDES SECTIONS 604, 05/01/96	REFERENCES	
---	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION

604

SUBJECT

SALARY ADMINISTRATION POLICIES

- E. The above salary adjustment guidelines notwithstanding, each reclassification will be reviewed on an individual basis to determine the appropriate salary adjustment, if any. In no case will a salary action place the employee's salary above the level supported by job performance. Any salary adjustment will be effective the first of the pay period following approval of the reclassification. Unless otherwise recommended by the Director of Human Resources and authorized by the City Manager, reclassification adjustments will not be retroactive.
- F. All reclassifications of regular full time positions and associated salary actions require authorization of the Director of Human Resources and the City Manager.

X. EMPLOYEES PLACED IN ACTING CAPACITY

- A. When acting status has been authorized in accordance with Section 405, the employee may receive a temporary salary adjustment, as follows:
1. If the employee is assuming the full duties, responsibilities and accountabilities of the higher position and meets the qualifications for the higher level job, the employee will normally receive a temporary acting status pay adjustment of up to 5% upon approval of the Director of Human Resources. Up to 10% may be approved when the employee is assuming significantly higher level job responsibilities.
 2. If the employee is assuming significantly higher level of work but with less than the full duties, responsibilities and accountabilities of the higher level position or does not meet the qualifications for the higher level job, the employee is not formally placed in acting status but may be granted a temporary salary adjustment usually limited to no more than 5% upon approval by the Director of Human Resources.
- B. The employee will continue to accrue benefits and be eligible for salary increases on the employee's base job and salary. Any increase in base pay while in acting status is processed normally. Corresponding adjustments may be made on acting salaries, upon approval by the Director of Human Resources.

XI. SPECIAL PAY ADJUSTMENT

Other provisions of this section notwithstanding, the City Manager may authorize special pay adjustments on an individual basis in the interest of compensation equity or to recognize significant additional responsibilities or accomplishments that impact the employee's performance and support a higher salary placement. Such adjustments are usually granted only in the most compelling of circumstances. Special adjustments are normally limited to 5% but may be granted up to 10%.

AMENDS/SUPERSEDES
SECTIONS 604, 05/01/96

REFERENCES



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 604	SUBJECT SALARY ADMINISTRATION POLICIES
-----------------------	--

Recommendations for special pay adjustments should be submitted by the Department head to the Director of Human Resources. The Director of Human Resources will conduct a full analysis and recommend appropriate action to the City Manager.

XII. MERIT BONUS

- A. Merit bonuses may be awarded by the City Manager for exceptionally meritorious service or special act that is considerably above and beyond the normal scope of assigned duties and responsibilities.
- B. Regular full-time employees may be awarded merit bonuses in any amount up to \$500, when recommended by the employee's department head, approved by the Director of Human Resources and authorized by the City Manager.
- C. Employees designated as Executive Staff by the City Manager may be awarded merit bonuses in any amount up to \$1,000 when approved by the City Manager.
- D. Merit bonuses are one-time, lump sum payments and shall not be considered as part of an employee's base salary for salary administration purposes.


XIII. SUPPLEMENTAL PAY

Supplemental pay may be granted to employees who in addition to their regular job functions and responsibilities, have additional responsibilities or duties requiring specific and additional skills, certifications or licenses. Functions and responsibilities qualifying for supplemental pay and the amounts of supplemental pay are specifically authorized by City Council.

Refer to Section 612, Supplemental Pay Policies and Procedures

XIV. PART-TIME AND TEMPORARY SALARY SCHEDULE ADMINISTRATION

- 1. A separate salary schedule is established for temporary and part-time positions that are not generally the equivalent of regular full-time jobs classified in the City's Classification and Pay Plan. The temporary and part-time salary schedule is administratively established and administered by the City Manager and the Director of Human Resources. The Director of Human Resources is authorized to classify temporary and part-time positions and jobs in the appropriate pay schedule or salary range.

AMENDS/SUPERSEDES SECTIONS 604, 05/01/96	REFERENCES	
---	------------	---



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION

604

SUBJECT

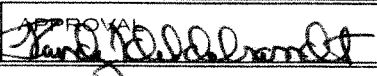
SALARY ADMINISTRATION POLICIES

2. Employees in the Part-time and Temporary Salary Schedule may be granted salary increases in accordance with compensation policies established each fiscal year by the City Manager.
3. A part-time or temporary job fully equivalent to an existing regular full-time job may be assigned to the same pay range as the full-time job subject to approval by the Director of Human Resources.
4. Refer to Section 605, Salary Administration Policies - Temporary And Regular Part-Time Positions.

S:\PAM\600 Salary Administration\604 Salary Administration Policies.doc

AMENDS/SUPERSEDES
SECTIONS 604, 05/01/96

REFERENCES

APPROVAL


SECTION 604, PAGE 9 OF 9



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/01/2005

SECTION 605	SUBJECT SALARY ADMINISTRATION POLICIES FOR TEMPORARY AND REGULAR PART-TIME POSITIONS
-----------------------	--

Temporary and regular part-time positions are defined in Section 401, Employee Status. This policy addresses salary determination and salary administration for those positions.

I. SALARY SCHEDULE DETERMINATION

Temporary and regular part-time positions will be classified and compensated on either the regular City salary schedule for the equivalent position or the part-time and temporary rate schedule.

The Director of Personnel will determine the appropriate schedule for each position using the following guidelines.


A. Part-Time and Temporary Rate Schedule

1. There is not expected to be a continuing employment relationship to the degree that there are the same expectations for job growth and development.
2. The degree of responsibility is not the same as for a regular full-time position.
3. There is not the same requirement for involvement in or knowledge of departmental/division operations as for a regular full-time position.
4. The position involves a more narrow and limited scope of duties, is established on a project basis, or to assist current staff.
5. There is expected to be little investment in terms of instruction, training, or developing increased proficiency.

B. Regular City Salary Schedules

Temporary or regular part-time positions which equate to regular full-time positions may be classified and compensated on the appropriate regular City salary schedule if the position generally meets all of the following guidelines:

1. There is an expectation of an on-going, continuing relationship for which there are the same expectations for job growth and development as found in comparable, regular full-time positions.

AMENDS/SUPERSEDES 605-1-4, DATED 9/1/2001	REFERENCES	APPROVAL: 
--	------------	--



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/01/2005

SECTION 605	SUBJECT SALARY ADMINISTRATION POLICIES TEMPORARY AND REGULAR PART-TIME POSITIONS
-----------------------	--

2. There is the same degree of involvement in departmental/divisional operations as found in comparable, regular full-time positions.
3. The position serves in a regular, on-going function which is not intended simply to assist regular staff, but has the same level of requirements and qualifications as for comparable regular full-time positions.
4. There is the same level of work performed, the same degree of responsibility and the same scope of work as for comparable, regular full-time positions.

II. SALARY ADMINISTRATION POLICIES AND PROCEDURES

A. Part-Time and Temporary Rate Schedule

A rate schedule is established by the City Manager for temporary and regular part-time positions which do not qualify for classification and compensation in the regular City salary schedules. Each rate range in the schedule consists of an entry rate with two additional steps.

1. The Director of Human Resources will determine the appropriate rate range for each temporary and regular part-time position.
2. Employees who meet the minimum qualifications for the positions will be hired at the entry step. Employees who significantly exceed the minimum qualifications for the position may be hired at step 1 or step 2 in the range, depending upon qualifications.
3. Employees may advance from one step to the next upon completion of three months (480 hours) of work time and with satisfactory or better job performance and conduct in all areas. Advancement to step 2 requires job performance which significantly exceeds performance standards with satisfactory conduct.
4. Education may substitute for experience requirements in some circumstances. In such cases, one semester of college (15 credit hours) in a related field is considered equivalent to six months of work experience.
5. Employees hired in an underfill status may be administratively promoted when they fully meet the qualifications and standards for the higher job. Employees will be promoted to the next step which represents a salary increase.
6. Rate placement recommendations and step increase recommendations are subject to the approval of the department head and the Director of Human Resources.

AMENDS/SUPERSEDES
605-1-4, DATED 9/1/2001

REFERENCES

APPROVAL

SECTION 605 PAGE 2 OF 3



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/01/2005

SECTION	SUBJECT
605	SALARY ADMINISTRATION POLICIES TEMPORARY AND REGULAR PART-TIME POSITIONS


B. Regular City Salary Schedules

1. The Director of Human Resources will determine the appropriate classification for positions qualifying for compensation on one of the regular salary schedules based on a review of the relevant compensable factors.
2. Employees in positions classified in one of the regular salary schedules will be eligible for merit increases on the same basis as regular full-time employees. Employees must meet the minimum time interval requirement for an increase and they must have worked the equivalent time required for a regular full-time employee to be eligible for an increase. For merit increase purposes, the actual work time equivalency of one year is considered 1,900 hours.
3. Entry rate placements and merit or other salary increase recommendations are subject to the same provisions and approvals as apply to regular full-time employees.

References:

Section 301, Recruiting/Selection Process
Section 401, Employee Status

S:\PAM\600 Salary Administration\605 Salary Administration Policies - Temporary and Regular Part-Time Positions.doc

AMENDS/SUPERSEDES 605-1-4, DATED 9/1/2001	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

607

SUBJECT

PAYROLL RECORD KEEPING POLICIES AND PROCEDURES

The following policies and procedures are established to govern payroll record keeping requirements for the City. Department heads are responsible for ensuring required payroll and leave records are maintained for all employees within their departments, as stated below.

Federal and state laws, including the Fair Labor Standards Act (FLSA), prescribe various record keeping requirements for employees. This policy is developed to comply with those requirements. In case of conflict between City policy and federal or state law, the provisions of law will supersede City policy, except where City policy exceeds the minimum requirements.

I. OVERTIME ELIGIBLE EMPLOYEES

Each department head shall establish a method for reporting hours worked and leave time taken for all overtime eligible employees within his/her department. Regardless of method, the following records shall be maintained.

- A. Documentation of the time of day and day of the week on which the employee's workweek begins.
- B. A weekly time record of the following information.
 - 1. The number of hours actually worked each work day,
 - 2. The number of hours and type of leave charged each work day (whether paid or unpaid leave, and including any compensatory leave time taken).
 - 3. The total number of hours to be compensated for each work week.
 - 4. If the total number of hours for the week exceed 40, the following additional information is required:
 - a. The number of hours that will be compensated at straight time,
 - b. The number of hours that will be compensated as overtime at time and one-half, and whether the compensation will be granted in the form of pay or compensatory time off.

AMENDS/SUPERSEDES

SEC. 607, 4/15/86

REFERENCES

APPROVAL



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION	SUBJECT
607	PAYROLL RECORD KEEPING POLICIES AND PROCEDURES

- c. The date/pay period the overtime pay or compensatory time was granted to the employee.

- C. For employees on a fixed schedule, if the daily and weekly work schedule is documented and the employee adheres to the schedule, the hours worked for each work day may be indicated by a check mark. If the employee does not adhere to the daily work schedule, then the number of hours actually worked or the number of hours and type of leave time charged should be entered for the day. In weeks in which the fixed schedule is not adhered to, the total hours for the work week must be calculated. Should the weekly hours exceed 40, then the additional documentation indicated in paragraph B., 4., a. - c., above, is required.
- D. For purposes of this policy, the term, "work week," shall mean the same as "work cycle" for certain public safety employees who are eligible for longer work periods under the Fair Labor Standards Act.
- E. It is recommended that time records be signed or verified by the employee and the supervisor, if possible.

II. EMPLOYEES UNDER THE AGE OF 18

Based on the age of the employee and the specific type of work situation, record keeping in addition to that required in section I, above, may be required for employees under the age of 18. See Section 312, Employment of Minors or contact the Department of Human Resources for specific information.

III. OVERTIME EXEMPT EMPLOYEES

For overtime exempt employees, a record of the time of day and day of the week in which the employee's work week begins must be maintained. If all employees have the same schedule, a single notation will suffice. Department heads may require overtime exempt employees to maintain a record of the number of hours worked per day. In addition, a record of any daily leave time charged (paid or unpaid) shall be maintained.

AMENDS/SUPERSEDES
SEC. 607, 4/15/86

REFERENCES

APPROVAL



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

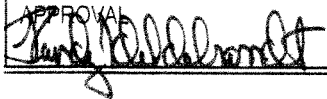
Effective Date: 11/01/06

SECTION 607	SUBJECT PAYROLL RECORD KEEPING POLICIES AND PROCEDURES
-----------------------	--

IV. GENERAL PROVISIONS

- A. Regardless of overtime status, when pay adjustments are made retroactively, documentation shall be maintained as to how the calculation of the retroactive pay was derived, the period covered by the retroactive pay, and the date/pay period the retroactive pay was granted.
- B. Computerized or paperless time keeping devices or records are an acceptable means of maintaining records provided the information is accurate and can be converted to a form suitable for inspection by the appropriate parties.
- C. Records described above must be maintained for a minimum of five years. If records are in storage, they must be available within 72 hours.

S:\PAM\600 Salary Administration\607 Payroll Record Keeping Policies and Procedures.doc

AMENDS/SUPERSEDES SEC. 607, 4/15/86	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

The following policies and procedures are established to govern the administration and computation of pay and overtime.

These policies follow or exceed the provisions of applicable federal and state law, including the Fair Labor Standards Act (FLSA). In case of conflict between City policy and federal or state law, the provisions of law will supersede City policy (unless City policy is more generous). Exceptions to the 40 hour work week for certain public safety positions and for other deviating schedules approved by the City Manager are documented as attachments to Section 610, Deviating Work Schedules and Overtime Policies.

I. DEFINITIONS

The following are definitions of terms used in this policy:

- A. Work Day - the 24 hour period beginning with the employee's scheduled daily reporting time. In situations where the employee's daily reporting time varies during the week, the work day will be the 24-hour period beginning with the employee's scheduled reporting time for the first work day of the work week, regardless of the reporting time on subsequent days.
- B. Work week - the seven day payroll accounting period beginning with the employee's scheduled reporting time on Wednesdays for Hourly employees, and on Mondays for other employees. The City Manager may establish deviating work weeks for individual operations.
- C. Other Established Work Period - refers to those work periods of other than seven days that may be established by the City Manager in accordance with the Fair Labor Standards Act.
- D. Time Worked - generally includes all approved work time that the employee is required to be on duty or required to be on the City's premises or at a prescribed work place for the City, and all time during which the employee is suffered or permitted to work for the City.

Generally, time worked includes the following:

- 1. Regular work duty during which the employee is required to be at the work place and available or waiting for work.
- 2. Short breaks of 20 minutes or less.
- 3. Meal periods of less than 30 minutes, or meal periods during which the employee is not completely relieved from duty.

AMENDS/SUPERSEDES

SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES

FAIR LABOR STANDARDS ACT

SECTION 610, PAGE 1 OF 12



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

4. Actual work time when the employee is called back to work outside of the employee's scheduled work hours. (City policy compensates employees for a minimum of two hours when they are called back to work after the completion of the scheduled work day or work week. See Section 615, Call Back Pay.)
5. Time an employee spends performing City work related to his/her job outside of scheduled work hours, even if done voluntarily, is considered work time if the employer knows or has reason to believe the employee is working and the work is the same or similar type of work the employee is regularly employed to perform, even if it is in a different department or division. Even if the employee has requested to work and has indicated that he/she does not wish to be compensated, it is still considered time worked. This includes work an employee may perform on City premises before and after regular work hours and work performed at home or at another location, such as time an employee spends handling telephone calls, completing paperwork, performing computer work, caring for equipment, or doing other similar types of work. (must be more than 7 minutes). (Note: Work performed outside of scheduled work hours must be authorized in advance, except in certain emergency situations. See Section 1001, Standards of Conduct.)
6. Training Time - Time spent in job-related training, if it is specifically required or directed by the City, or if the employee is led to believe it is required for continued employment, or if it is designed to make the employee handle his/her job more effectively.

There are some exceptions where job-related training may not be considered work time such as training for some state required certifications; voluntary attendance at a college or trade school after hours; and attendance at lectures, meetings and training programs if such is 1) outside the employee's regular work hours, 2) is voluntary, 3) is not directly related to the employee's job, and 4) the employee does not perform any productive work during such attendance. Also, time an employee voluntarily spends in training to learn new or additional skills or to prepare for other jobs is not generally considered time worked.

Time studying is sometimes considered time worked. Homework time may be compensable in certain situations, particularly when homework is a required part of a mandatory training program. Contact the Department of Human Resources regarding specific situations.

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

APPROVAL

SECTION 610, PAGE 2 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

7. Travel Time

- a. Commuting Time - Commuting time to or from work is not usually considered as time worked, regardless of whether the employee reports to a fixed location or to a different site. Exceptions to this policy may apply in situations where the employee is actually performing required work while commuting, such as in emergency situations where the employee is using a cell phone or radio to arrange for appropriate response and resources (must be more than 7 minutes). When an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and carry tools or equipment, the travel from the designated meeting place to the work place is time worked. (Contact the Department of Human Resources regarding specific situations.)
- b. From Job Site to Job Site - Time spent traveling by the employee on City business from one job site to another during the course of the work day is considered time worked.
- c. Out of Town Travel
 1. One Day Trips - When an employee goes out of town on City business and returns within the same day, all time spent in travel within that day is considered as time worked. In situations where the employee's trip begins and ends at the employee's home, the amount of time the employee typically spends commuting to and from work may be deducted from the travel time.
 2. Overnight Trips - Travel that occurs during the employee's normally scheduled working hours, regardless of whether it occurs on a regular work day is considered as time worked when an overnight stay is involved. Time spent traveling outside of the employee's normally scheduled working hours is not considered as time worked when the employee is a passenger and is not performing work. If the employee is performing work during the travel time, such as completing paperwork, preparing for a presentation, or driving a City vehicle, the time is considered as time worked. In situations where the employee's trip begins and ends at the employee's home, the amount of time the employee typically spends commuting to and from work may be deducted from the travel time.

AMENDS/SUPERSEDES

SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES

FAIR LABOR STANDARDS ACT

[Signature]



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

8. Second Job with the City - In the event an employee is employed in a second job with the City, time worked in the second job is considered as time worked. (Depending on the circumstances, the time may or may not be credited towards the work week for determining overtime. Contact the Department of Human Resources for guidance in how pay/overtime should be determined.)


E. Time Not Worked - includes the following:

1. Most paid time off, when the employee is not at work, such as paid personal leave (PPL), paid medical leave (PML), preventive medical care (PMC), funeral leave, military leave, jury duty leave, holidays, and compensatory time off is not considered as actual time worked. However, most paid time off counts toward the computation of overtime, see section III. D., below, "Time Credited Towards the Computation of Overtime".
2. Any unpaid leave time.
3. Breaks of more than 20 minutes.
4. Meal periods of 30 minutes or more during which the employee is relieved from duty.
5. Time on standby is not generally considered as time worked. However, if the employee is called back to work or is otherwise working, such as handling telephone calls (must be more than 7 minutes) then the time is considered as time worked. See Section 613, Standby Authorization and Pay. Also, see Section 615, Call Back Pay, for the treatment of time when an employee is called back to work.
6. Time worked in increments of seven minutes or less. See paragraph II, A, below.
7. Some cases in which the employee volunteers time for activities unrelated to the regular work assignment. Contact the Department of Human Resources for determination in the individual circumstance.

Definitions of "Time Worked" and "Time Not Worked", paragraphs I., D and I.,E, above, are stated in general terms. Contact the Department of Human Resources for determination of specific circumstances or clarification.

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

APPROVAL


SECTION 610, PAGE 4 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

II. COMPUTATION OF TIME AND PAY

- A. The City computes time in 15 minute increments. Any time worked in increments of seven minutes or less is not considered compensable time worked and is not included in the computation of time worked for the week. Any time worked in increments of more than seven minutes is rounded up to 15 minutes for compensation purposes. Leave is also computed in 15 minute increments. Leave time of seven minutes or less is not charged. Leave time of more than seven minutes is rounded up to 15 minutes.

B. Computation of the Base Hourly Rate of Pay

For employees in jobs classified in the Hourly Salary Schedule and the Part-Time and Temporary Rate Schedule, the stated hourly rate is considered the employee's base hourly rate.

For employees with work schedules that equate to 40 hours per week and whose salaries are stated in annual equivalents, the base hourly rate is computed by dividing the annual salary by 2,080 hours. For sworn Fire Department employees assigned to 24-hour shifts, the base hourly rate is computed by dividing the annual salary by 2,920 hours.

C. Computation of the Overtime Rate of Pay

The following are included in determining an employee's hourly rate of pay for overtime purposes:

1. Base hourly rate, plus,
2. Hourly rate of Standby compensation, if any (See Section 613, Standby Authorization and Pay), plus,
3. Hourly rate of Salary Supplements, if any (See Section 612, Supplemental Pay Policies and Procedures), plus,
4. Hourly rate of Educational Incentive Payments, if any (See Section 617, Educational Incentive Pay).

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

[Signature]



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

D. Docking of Pay

Compensation and leave policies for the City of Newport News are established pursuant to the principles of public accountability. Therefore, employees who take leave after exhausting all applicable, accumulated leave balances will have pay docked for the period of the absence. (For docking of exempt employees, see section IV., B., below, "Docking of Pay for Overtime Exempt Employees".)

III. OVERTIME POLICIES

Employees may be assigned and required to work more than their regular weekly or other established work schedule within the following guidelines. When overtime, as defined below, is worked, overtime eligible (non-exempt) employees are compensated in accordance with the following policies.

A. Overtime Administration

Department heads and all levels of management are responsible for monitoring overtime, for ensuring that overtime is worked only when necessary, for ensuring appropriate assignment of overtime, and for ensuring that overtime worked by non-exempt employees is recorded and compensated in accordance with City policy.

1. Authorization - Overtime for eligible employees must be authorized and approved in advance by the department head or his/her designated representative. The only exception to prior approval of overtime is that necessitated by emergencies that may jeopardize the health, safety, and welfare of the public or City employees.
2. Notification and Assignment of Overtime - Overtime on a particular job will normally be assigned to the employee who has been working on that job during the regular day or week. Departmental management will establish procedures regarding assignment of overtime to include the fair distribution of overtime assignments.

Whenever possible, management will make reasonable efforts to provide employees with as much advance notice of any overtime as practicable, although no notice is required. Employees are expected to work overtime when directed to so do, even if advance notice is not given, unless the employee has an excuse reasonable to the appropriate manager. In the event an employee is unable to work assigned overtime, the employee shall notify the appropriate manager immediately. Depending on the circumstances, the manager may relieve the employee from working overtime or may require that the employee work the overtime. Failure to work required overtime may result in disciplinary action. (See Section 1000, Standards of Conduct.)

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

SECTION 610, PAGE 6 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

3. Use of Overtime - Overtime is to be used only when required by the department. Overtime eligible employees shall not be allowed to work overtime, even when such time is worked at the employees' request, with the stipulation of no pay for the work. These situations are still overtime and require overtime compensation.

B. Eligibility for Paid Overtime

The City's Classification and Pay Plan listing by job title indicates the overtime eligibility status of each City job.

The overtime eligibility status of each job is determined by the Department of Human Resources during the job review process. The City follows the Federal Fair Labor Standards Act (FLSA) for determining which jobs must be compensated for overtime. Jobs that meet the FLSA's exempt standards are normally considered ineligible for paid overtime. Jobs that are ineligible for paid overtime are considered to be "exempt" and have an overtime code of "E" in the Classification and Pay Plan. Exempt jobs are not compensated for overtime either in the form of pay or compensatory time off. Jobs that do not meet FLSA requirements for exemption are considered to be "non-exempt" and must be compensated for overtime worked. Non-exempt positions have an overtime code of "N" in the Classification and Pay Plan.

C. Definition of Overtime

1. Overtime is defined as all credited work time in excess of 40 hours in a work week for overtime eligible employees, except as stated below. Overtime is not computed on a daily basis.
2. Exceptions to the 40-hour per week threshold for overtime may be made only in certain public safety situations as defined in the Fair Labor Standards Act. Any City work schedules with base hours that exceed 40 hours per week must be specifically approved by the City Manager, upon recommendation of the Director of Human Resources, and are documented as attachments to Section 610, Deviating Work Schedules and Overtime Policies. Where exceptions have been authorized, any references in these policies to a 40-hour work week shall be construed to mean the number of hours approved for the work cycle.

D. Time Credited Towards the Computation of Overtime

The following provisions govern time that is credited towards the computation of total hours worked for the work week or work period for the purpose of determining what, if any, overtime has been worked.

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

SECTION 610, PAGE 7 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

1. All time actually worked is credited towards the computation of time worked for the work week. (Time worked is defined in section I., D., above, "Time Worked". Contact the Department of Human Resources for determination of specific circumstances or clarification.)
2. Except as stated below, all approved paid time off is credited towards the computation of time worked for the work week or work period. This includes paid personal leave, paid medical leave, preventive medical care, compensatory time off, holidays, funeral leave, jury duty, civil leave, and emergency status leave. (Unexcused absences and unpaid time off are not credited toward the computation of total hours worked for the work week.)

However, in situations where the employee is notified during the work week that additional time is to be worked, and, after being notified, the employee requests and is approved to take time off during the same work week, only that amount of leave time needed to bring the employee's credited time for the week up to 40 hours shall be charged. See E., 6., d, below, for an example of how to apply this exception.

E. The Effect of Work Schedule Changes on Compensation and Leave

See Section 609, City Work Schedules and Schedule Changes, for policies and procedures governing establishing and changing employee work schedules.

1. Management has the authority to change working hours, work days, starting and stopping times, shift assignments, or any other aspect of the employee's schedule, at any time.
2. While the City strives to provide as much notice of a work schedule change as possible, no notice is required and changes to an employee's work schedule do not incur any additional compensation unless credited time for the work week exceeds 40 hours. The new schedule is basis for computing compensation and for taking and charging leave.
3. However, when an employee is required to work additional time that would result in overtime for the week, and the employee was not notified of the additional work time prior to the beginning of the work week, management cannot change the employee's schedule or require that the employee take time off during the week that would cause the amount of overtime incurred to be minimized or eliminated. This provision does not apply to changes in the time of meal periods or other breaks. Meal periods and other breaks may be changed at any time within the same work day without any impact on leave, credited time, or compensation.

AMENDS/SUPERSEDES

SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES

FAIR LABOR STANDARDS ACT

SECTION 610, PAGE 8 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

The policy provisions of this paragraph do not apply to work schedules for temporary employees, regular part-time employees, regular full-time employees who work a flexible work schedule, nor to regular full-time employees who have requested a work schedule change for the week. In these cases, the employee's schedule can be changed or adjusted without advance notice and the new schedule is the basis for computing compensation and for taking and charging leave.

4. Any pre-approved leave or pre-approved compensatory time off will be adjusted to coincide with the work hours of the adjusted work schedule unless the employee chooses to change the leave time being charged, and such is approved by designated management.
5. Management may not change an employee's work schedule in weeks in which leave or compensatory time off has been pre-approved solely to avoid or minimize the employee's leave or time off. Such schedule changes may be supported only in emergency situations or in cases of extreme staffing shortages or similar situations.
6. When an employee has been notified that additional time is to be worked and later requests/is approved to take PPL, PML, PMC or compensatory time off during the same week, the employee may charge only that amount of leave or compensatory time needed to bring the employee's credited time for the week up to 40 hours. (Different hours may apply to other approved schedules that deviate from the standard 40 hour work week.) If the employee already has 40 or more credited hours for the week, no leave time or compensatory time will be charged or compensated.
7. EXAMPLES: The following are examples of how the provisions of Section III. D., of this policy should be applied to overtime eligible employees. (Examples assume the employee works a Monday through Sunday work week, 8 hours per day.)
 - a. Employee A is on paid personal leave Monday through Friday (40 hours). On Saturday, the employee is called in to work 8 hours due to an emergency. The employee is credited with 48 hours for the week (40 hours at straight time; 8 hours at time and one-half).
 - b. Employee B is on paid personal leave during his scheduled work day on Wednesday (8 hours). That night, Employee B is called in to work 4 hours due to an emergency. Employee B is credited with 12 hours for the day.

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

SECTION 610, PAGE 9 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

Since the additional work time on Wednesday was an emergency and was not scheduled prior to the beginning of the work week, Employee B's supervisor may not mandate that he take time off during the remainder of the work week to offset or minimize the overtime. If Employee B works the remaining hours of his schedule for the week, he will be credited with a total of 44 hours (40 hours at straight time; 4 hours at time and one-half). If employee B requests 4 hours off on Friday after working the additional time on Wednesday, he will not be charged with the leave time and his credited time for the week will be 40 hours.

- c. Employee C has a doctor's appointment and takes two hours off at the beginning of his shift. Employee C then works the remaining 6 hours of his regular shift. Afterwards, he is requested to stay and work an additional two hours. Employee C is credited with 10 hours for the day. If he works the remaining hours of his schedule for the week, he will be credited with a total of 42 hours (40 hours at straight time; 2 hours at time and one-half).
- d. Employee D is told on Tuesday morning that he will have to work an additional 4 hours that night. On Wednesday of that same week, he requests to take Friday off. Since the time off on Friday was not requested until after he had been notified of the additional work time on Tuesday, he may only charge 4 hours of PPL, which is the amount of leave time needed to bring his hours for the week up to 40. If the leave for Friday had been approved prior to Tuesday morning, when he was notified of the additional work time, then Employee D would have been able to charge 8 hours PPL on Friday and would have been credited with 44 hours for the week (40 hours at straight time; 4 hours at time and one-half).
- e. Employee E normally works from 8 a.m. to 5 p.m., Monday through Friday. After working his regular 8-hour shift on Monday, Employee E was informed that his work hours would change to 7 a.m. to 4 p.m. for the remainder of the work week. Assuming Employee E works all assigned work hours for the week, he will be credited with 40 hours for the week (all at straight time).
- f. Employee F works his regular 8-hour shift on Monday. Later that night, he is called back in for an emergency and works 10 more hours. His supervisors tells Employee F not to report to work the next day. Employee F will receive credit for working 18 hours on Monday and will also receive credit for his 8-hour shift on Tuesday that he was excused from working. Employee F is given credit for working on Tuesday, even though he was excused, because he was not notified of the additional work time prior to the beginning of the work week, and therefore, management cannot require that he take time off during the remaining portion of work week that would cause the amount of overtime incurred to be minimized.

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

SECTION 610, PAGE 10 OF 12



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

E. Overtime Compensation

Overtime may be compensated in the form of pay or compensatory time off or a combination of pay and compensatory time off. Compensation is at the rate of time and one-half. See Section II, D., above, "Computation of the Overtime Rate of Pay".

F. Compensatory Time

Instead of pay for overtime worked, the City may grant compensatory time off to employees who are eligible for overtime. Compensatory time off is granted at the rate of one and one-half times the amount of overtime worked.

By federal law, compensatory time may be accumulated up to 240 hours (480 hours for law enforcement, fire/emergency response, and certain seasonal operations). Except in cases of unusual operating requirements, City policy allows a maximum accumulation of 120 hours compensatory time with the provision that it must be taken within 60 days of the time it is earned. In cases where an operational hardship would be posed, the City's maximum accumulation and time limitation may be waived by the department head. However, the maximum accumulated compensatory time shall not exceed the federal law requirements of 240 (480) hours stated above.

An employee may request the use of accumulated compensatory time off at any time. The City is required to honor the request and allow the employee to take time off within a reasonable time of the request, unless operations would be unduly disrupted by the employee's absence. Under federal regulations, mere inconvenience to the operation or having to pay overtime to a replacement employee in order to allow an employee to take compensatory time are not sufficient reasons for denying the use of compensatory time.

The City may require an employee to take accumulated compensatory time off before taking accrued paid personal leave, provided this would not cause the employee to forfeit paid personal leave carry over.

When an employee terminates employment for whatever reason, all accumulated compensatory time will be paid at the employee's regular rate of pay at the time of termination, or the average regular pay rate of the employee during the last three years of employment, whichever is greater.

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/01/06

SECTION

610

SUBJECT

PAY COMPUTATION AND OVERTIME POLICIES AND PROCEDURES

IV. PROVISIONS FOR OVERTIME EXEMPT EMPLOYEES

A. Discretionary Leave

Employees in exempt positions are not eligible for overtime pay or compensatory time off. However, while not a requirement, department heads or their designated representatives may grant paid time off to exempt employees without charging such time to the employees' accrued paid personal leave (PPL) or paid medical leave (PML), when the employee has been working additional time. In such cases, time off is not granted on a one-for-one basis. Discretionary leave time is not charged and is not accrued. It is normally granted for periods of a half day or less. Such time off does not have to be recorded but may be noted for administrative purposes.

Department management may, at their discretion, also adjust the work schedules of exempt employees from time to time on a trade off basis where the employee has or will work other than his/her regular schedule.

- B. Docking of Pay for Overtime Exempt Employees - It is the City's policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) for overtime exempt employees. Therefore, the pay of exempt employees may only be docked in certain circumstances permitted by the Act. These include deductions permitted in accordance with City policies for various types of unpaid leave, for full, unpaid suspension days resulting from violations of the Standards of Conduct for serious workplace misconduct, for the initial or terminating week of employment, and for any other reason as permitted by the FLSA. In case of conflict between City policy and FLSA provisions, the provisions of FLSA will supersede City policy unless City policies are more generous than FLSA. Contact the Department of Human Resources regarding questions or situations not covered by this policy. (Also see Section 606, Attachment I, General Payroll Policies and Procedures - Overtime Exempt Employees.)

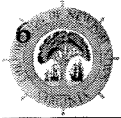
S:\PAM\600 Salary Administration\610 Pay Computation and Overtime Policies and Procedures.doc

AMENDS/SUPERSEDES
SECTIONS 608-1-4 & 610-1-4, 08/01/93

REFERENCES
FAIR LABOR STANDARDS ACT

APPROVAL

SECTION 610, PAGE 12 OF 12



611 – EMERGENCY STATUS POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines to ensure continuance of essential City services during an emergency or inclement weather conditions. These guidelines include the work and pay status of City employees.

The City Manager will determine when the provisions of this policy are implemented including determining when essential employees receive additional compensation and deciding if the closure will be citywide or site specific. In addition, the City Manager has the sole discretion to provide any additional compensation outside the parameters of this policy. If any issues of compensation arise which are not included in this policy, the City Manager upon consideration of existing policies and procedures and the advice of the Director of Human Resources, will make the appropriate determination.

II. EMERGENCY PLANNING

To the extent possible, department heads will plan for and determine in advance which positions are considered “essential” and which positions are considered “non-essential” to a variety of emergency conditions. Departments will be responsible for preparing emergency response plans that address activities to ensure continuity of operations and essential services. Each department will ensure updated lists of essential and non-essential personnel are provided to both the Division of Emergency Management and the Department of Human Resources. Department heads will notify employees in essential positions, preferably in writing, that their position is designated as essential. The Division of Emergency Management will have responsibility to survey departments on an annual basis to ensure the list of essential personnel is current. A specific emergency condition may require a position to be determined as essential when, for other conditions, the position was not essential.

III. DEFINITIONS

A. City Manager

Any reference made in this policy to the City Manager shall include his designee.

B. Essential Positions

These positions are generally defined as those positions needed to continue critical services regardless of or pursuant to an emergency situation. Critical services include, but are not limited to the following:

- All public safety operations, emergency communications, public water supply, detention, medical services, transportation or similar functions on a twenty-four (24) hour schedule;
- Operation and maintenance of equipment supporting the above services or which is essential for maintaining highways, roads, streets and municipal parking lots in the City;
- Dissemination of essential information to the public on a continual basis, regarding road conditions, shelters or other emergency services. Other services may be declared as essential to specific City operations depending on the nature of the emergency.

C. Non-Essential Positions

These positions are generally those positions not designated as essential. However, certain emergency conditions may require management to determine a position as essential that was previously not identified as such.

D. Emergency Conditions

These emergency conditions may include, but are not limited to such occurrences as explosions, fires, major power or system failures, inclement weather conditions, and other natural or man-made events or occurrences as determined by the City Manager. In addition, emergency conditions may be either site specific or citywide. Emergency conditions may exist without a declaration of local emergency under the Code of Virginia, Section 44-146.21.

E. Inclement Weather Conditions

Inclement weather conditions may include, but are not limited to, such occurrences as snow or ice storms, hurricanes, tornadoes, nor'easters and/or the reasonable anticipation of such conditions.

F. Delayed Opening

A delayed opening is any instance where normal City business hours (8:00 a.m. - 5:00 p.m.) are modified to accommodate emergency conditions and City offices open later than 8:00 a.m. However, if a work site normally opens at 10:00 a.m., and the City is on a two hour delay, these employees are expected to report on time at 10:00 a.m.

G. Early Closing

An early closing is any instance where the normal City business hours (8:00 a.m. - 5:00 p.m.) are modified to accommodate emergency conditions and City offices close earlier than 5:00 p.m.

H. Closure

The closing of one specific site or all citywide operations (excluding 24-hour operations) for the duration of the regularly scheduled operating hours (8:00 a.m. – 5:00 p.m.).

IV. DESIGNATIONS AND NOTICES

The City Manager will determine which City services need to be continued in order to meet the vital health, safety and other needs of the community during emergency conditions. When a response to an emergency situation is required, the City Manager will order the appropriate response. For events that occur overnight, the announcement of government office closings will be made prior to the beginning of the workday, usually by 5:30 a.m. For events that occur at other times, the decision to close or modify business hours will be made as soon as practical. The official communication of closings or delays will be posted on the City's Internet site and employee emergency information phone number. Employees should utilize these two sources as the primary means of determining the status of City operations during times of emergencies. The City Manager may close a portion of or all of City operations in order to properly respond to an emergency.

Communication of cancellations, postponements, closings or similar actions will also be accomplished by other written or verbal messages and/or announcements, including those transmitted through local news media. The City is not responsible for the accuracy or timeliness of information disseminated by the news media. Employees should rely on the phone line and web site, if available, to determine the status of City operations during emergency conditions. The following avenues will be used by the City as appropriate to facilitate communication to employees and the public.

- *Employee Emergency Information Phone Number* - 926-7075 (recorded message)
- *Internet* – <http://www.nngov.com/> ("urgent" banner on City's main web page)
- *Local TV Stations* – WVEC (13), WAVY (10), WTKR (3)
- *Local Radio Stations* – as many local radio stations as possible will be contacted
- *Postmaster Email Messages* – For certain situations during regular business hours

V. PROCEDURES

When the City Manager determines that emergency conditions exist, or directs an emergency response, essential personnel will remain on their shift if the shift is currently in process, or report to work at the usual starting time of their work shift, or as directed by their department head or designee. Non-essential personnel will be relieved of duties for either the full or partial day as directed. Policy Section 609, City Work Schedules and Schedule Changes, and Section 610, Pay Computation and Overtime Policies and Procedures, will remain in effect during times of emergencies.

VI. COMPENSATION FOR EMERGENCY CONDITIONS

A. Non-Essential Personnel

1. Regular full-time employees who are directed not to report, to report late or to leave early due to emergency conditions will not forfeit any regular compensation. Time off due to an emergency condition will be considered as time worked for overtime computation purposes.
2. If Liberal Leave, under Section IX of this policy, was not directed by the City Manager, employees who did not report to work by taking unscheduled leave (who otherwise were expected to be at work) on a day the City closed early under this policy, will be charged a full day of paid personal leave, or compensatory time if available, or will be charged with leave without pay (LWOP) if no accrued leave is available. Employees not reporting for work when required may be subject to disciplinary action in accordance with policy.
3. Employees who were previously scheduled off on paid leave or who request leave due to illness or injury for the full or partial day will be charged leave for that time off. Employees who are out on leave without pay (LWOP) and do not have any accrued paid leave or compensatory time will not be able to charge leave.
4. Temporary and regular part-time employees are compensated only for hours worked.
5. No additional compensation will be paid to non-essential employees who, through failure to receive notification of partial or complete closing, report to, or remain at work.

B. Essential Personnel

1. Employees in essential positions who fail to report as directed will be required to use paid personal leave, if available, or may forfeit pay and may be subject to disciplinary action unless the absence is specifically approved by the department head.
2. Essential employees in non-exempt (overtime eligible) positions who work during emergency conditions will be paid in accordance with standard compensation policies. Subject to approval of the City Manager, essential employees in non-exempt (overtime eligible) positions who work during emergency conditions may receive additional compensation equivalent to the number of hours worked not to exceed eight (8) hours for the calendar day of the City closure.

Essential employees in non-exempt (overtime eligible) 24-hour positions who work their regular work day during a City closure may, subject to the approval of the City Manager, receive additional compensation equivalent to the number of hours worked not to exceed eight (8) hours for the calendar day of the City closure.

3. Essential employees in overtime exempt positions who work during emergency conditions may receive discretionary time off with approval from their department head, or designee. Refer to Section 610, Pay Computation and Overtime Policies and Procedures, IV. A.
4. If a regular full-time essential employee is asked not to report to work during emergency conditions and additional hours are not established for the employee to achieve 40 hours for the work week, then the employee's weekly hours will be made whole so there is no loss of compensation.

VII. SAFETY

Departments shall have the responsibility to monitor work schedules during emergency conditions and determine if employee schedules need to be adjusted during periods of response. Some emergency conditions may require employees to work additional shifts or hours in order to address services and resolve problems. Departments shall have the responsibility to monitor their employees' work hours to ensure each employee is given periods of adequate rest.

VIII. SPECIAL TEAMS

The City of Newport News utilizes emergency response teams for the purpose of ensuring continuity of operations and are considered essential personnel. The City Manager is authorized to establish special emergency response teams for a specifically designed scope of work.

Administrative Support Team (AST) - provides administrative support to the Incident Management Team (IMT). An AST member may be required to attend training and exercises in order to understand their specific role in an emergency situation.

Community Emergency Response Team (CERT) - provides logistical and operational support in the event of an emergency that requires activation of Emergency Shelters and/or Point of Distribution sites and in other circumstances as determined by the City Manager. CERT members must complete a 24-hour training program.

Incident Management Team (IMT) - refers to the Incident Commander and appropriate command and general staff assigned to an incident.

IX. LIBERAL LEAVE

Liberal leave conditions for non-essential employees may be declared by the City Manager during periods when the City is generally open, but emergency conditions exist. When liberal leave has been declared by the City Manager it is expected that employees will use their best judgment to determine if they can report to or remain at work without taking unnecessary risk regarding their safety. In the event an employee determines that they cannot report to or remain at work without taking unnecessary risk, a request for leave can be made to the appropriate level of supervision for review and approval, if appropriate.

When liberal leave procedures are in effect, employees may request to use the appropriate leave, including compensatory time, without the usual advance notice. Requests for liberal leave will generally be approved unless operations will be severely impaired by the employee's absence. The appropriate level of supervision will make the determination whether to grant an employee's request for liberal leave. During liberal leave situations, if an employee is determined to be essential and, therefore, is required to work, no additional compensation is provided other than compensation in accordance with standard compensation policies.

Supersedes/Amends: 611, 09/01/11

Supersedes: 619, 9/1/06

Approved:



City Manager



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective: 4/30/97


SECTION 612	SUBJECT SUPPLEMENTAL PAY POLICIES AND PROCEDURES
-----------------------	--

I. GENERAL

Supplemental pay may be granted to employees who, in addition to their regular job functions and responsibilities, have additional responsibilities requiring specific and additional skills, certifications or licenses.

II. ADMINISTRATION OF SUPPLEMENTAL PAY

- A. Each function which qualifies for supplemental pay will be identified and the requirements of the function will be specified prior to presentation to City Council for approval. A description of the supplemental function, the requirements for selection and the selection procedure must be approved by the Director of Personnel prior to any selections being made.
- B. Selections for supplemental pay functions will be made on a competitive selection basis when there are a limited number of assignments.
- C. Failure to meet the requirements and conditions for continued eligibility for supplemental pay will disqualify an employee for supplemental pay.
- D. Promotion, demotion or transfer to another position, department, division or assignment which does not involve the employee's services in the supplemental pay function will disqualify an employee for supplemental pay.
- E. Employees may be removed from a supplemental pay assignment for any reason including operating needs, operating efficiency, and employee performance in the supplemental pay function. Department heads maintain the authority to transfer, assign and effect employee placement.
- F. Regular part-time and temporary employees are not eligible for supplemental pay.

AMENDS/SUPERSEDES SECTION 612, 7/1/92	REFERENCES CURRENT PAY PLAN ORDINANCE	APPROVAL: 
--	--	--




CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 4/30/97

SECTION	SUBJECT
612	SUPPLEMENTAL PAY POLICIES AND PROCEDURES

III. COMPENSATION POLICIES

- A. Supplemental pay is stated in terms of a flat annual, monthly, or hourly payment, and is paid in addition to the employee's regular base salary. Supplemental pay is not based on a percentage factor.
- B. Supplemental pay is considered as gross wages for purposes of retirement fund contributions, federal and state withholding, FICA taxes and other withholdings and contributions based on gross wages paid.
- C. Supplemental pay is incorporated in hourly wages for the computation of overtime. Where supplemental pay is stated as an annual or monthly amount, the hourly equivalent is determined by dividing the annual amount by the number of regularly scheduled work hours in a year.
- D. Supplemental pay is not considered as base salary for purposes of computing holiday differential pay, or any other payments computed on base annual salary or base hourly rate of pay.
- E. Supplemental pay will not be considered as a part of base salary for the computation of any general increases, merit increases, incentive pay, promotional increases or any other salary actions which are based on or affect base pay.
- F. Supplemental pay is not incorporated in base wages for purposes of calculating life insurance coverage eligibility or any other benefit other than those based on gross wages paid.
- G. Supplemental pay will be awarded each pay period, provided the employee has maintained requirements and has been performing or has been available for the assigned function. Any condition or circumstance which makes the employee unavailable to perform the function will render the employee ineligible for supplemental pay during that time, within the following guidelines:
 - 1. Employees on paid leave or Workers' Compensation for less than two full consecutive semi-monthly pay periods or less than four full consecutive weekly pay periods will continue to receive supplemental pay during the absence.
 - 2. Employees on paid leave for at least two full consecutive semi-monthly pay periods or at least four full consecutive weekly pay periods will not receive supplemental pay during the absence.

AMENDS/SUPERSEDES SECTION 612, 7/1/92	REFERENCES CURRENT PAY PLAN ORDINANCE	APPROVAL: 
--	--	--



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 4/30/97


SECTION	SUBJECT
612	SUPPLEMENTAL PAY POLICIES AND PROCEDURES

3. Employees on leave without pay for at least one full semi-monthly or one weekly pay period will not receive supplemental pay during the absence.
4. Employees on disciplinary suspension without pay for a full week will not receive supplemental pay during that week.
5. An employee temporarily assigned to another department, division, or assignment not requiring the employee's service in the supplemental pay function will not be eligible to receive supplemental pay during the course of the assignment provided the assignment extends for at least two full consecutive semi-monthly pay periods or for at least four full consecutive weekly pay periods. If the assignment extends for less than two full consecutive semi-monthly pay periods or less than four full consecutive weekly pay periods, the employee will continue to receive supplemental pay.

To effect supplemental pay, the department will issue a Status Change Notice for the employee indicating the effective date and a comment under the "Remarks" section as to the type and amount of supplemental pay the employee is to receive.

Departments may inactivate supplemental pay for a temporary period of time. However, to remove an employee from a supplemental pay assignment, the department shall submit a Status Change Notice to the Personnel Department indicating the effective date, the type of supplemental pay being eliminated, and the reason for the removal of supplemental pay.

S:\PAM\600 Salary Administration\612 Supplemental Pay Policies and Procedures.doc

AMENDS/SUPERSEDES SECTION 612, 7/1/92	REFERENCES CURRENT PAY PLAN ORDINANCE	APPROVAL: 
--	--	--



613 - STANDBY AUTHORIZATION & CALL BACK PAY POLICY

I. PURPOSE

Standby shifts are authorized by the City Manager to provide operational coverage during normal non-working hours when there is the likelihood that an emergency situation may develop that could jeopardize the City, the public or City employees if corrective action were not taken prior to the start of regular work hours.

II. PROCEDURES FOR STANDBY AUTHORIZATION

Standby authorization may be requested by the department director by stating in writing to the City Manager the need and justification for such arrangements and the procedures and compensation methods that will apply to employees assigned to standby shifts. Recommendations are subject to review by the Director of Human Resources prior to approval. In addition, standby authorizations will be reviewed annually by Human Resources.

III. GUIDELINES

The following guidelines apply to the authorization and administration of standby shifts:

1. Standby is authorized only when it is likely that an emergency or other situation requiring reasonably prompt action may develop.
2. Normally, standby is authorized only when an on-going need is indicated. Temporary situations such as snow, hurricanes, and the like do not usually warrant formal standby status.
3. Normally, standby is authorized only for those shifts that are not covered by a regular, qualified work force.
4. Standby is approved for the function being performed, not the position or the employee. Standby assignments are made on an impartial basis, rotating among those employees qualified to act in emergency situations.
5. Standby may be assigned by the shift, by the day, by the week, or on other bases deemed appropriate by the department director.
6. Normally, only one person is on standby per shift in the same operation but may vary depending upon departmental needs.

IV. STANDBY STATUS

Employees are considered to be on standby status when required by management to be available to respond to situations outside of their regularly scheduled shift. However, employees may use standby time for their own personal activities and are not required to wait at home, or at any fixed location. However, alcohol is to be avoided. Employees on standby are also not required to wear City or work uniforms while in standby status. However, employees on standby must be reachable by phone. Merely being subject to call is not considered the same as standby.

V. COMPENSATION FOR STANDBY PAY

Subject to the approval of the City Manager, the standard compensation for standby pay will be one-fourth ($1/4$) hour at the employee's hourly rate for each eight (8) hour standby shift.

The following guidelines apply to standby pay:

1. Standby pay is not based on an employee's overtime eligibility. However, superintendents and comparable level positions and above do not normally qualify for standby pay as availability and work in emergency situations are considered integral responsibilities of this level position.
2. If an employee on formal standby status is called in to work, actual work time may be compensated as straight time, overtime or other time worked as appropriate, depending on eligibility.
3. Hours served on standby status are not considered as hours worked for overtime or other purposes.
4. Compensation for standby is included in computation of the employee's hourly rate of pay for overtime compensation purposes during the work period in which the employee is on standby. The hourly equivalent of standby compensation for overtime purposes is computed by dividing the total standby compensation for the week by the number of hours of the regular work week (usually 40) and adding this sum to the employee's base hourly rate. This rate (the sum of base hourly rate and hourly standby rate), at time and a half, is awarded only for hours worked which qualify for overtime compensation. All other time is compensated at the base rate.

VI. If an employee on formal standby status cannot be reached or does not respond to an emergency call, standby pay will be forfeited.

VII. CALL BACK PAY

Employees who are eligible for overtime compensation are guaranteed a minimum of two (2) hours compensation in cases in which the employee is called back to work after the completion of the regular scheduled work day or work week.

A. Compensation for Call Back Pay:

Employees who work more than two hours are compensated for hours actually worked. Hours worked are compensated at the overtime rate if the employee qualifies for overtime in accordance with the Overtime Policy.

1. Travel time between home and work in reporting to call back situations is not considered time worked if the employee reports directly to a regular City reporting location.
2. If the employee is directed to report to a work site other than a regular City reporting location which is a greater distance from the employee's residence than

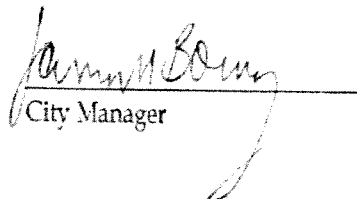
- is the regular reporting location, the difference in travel time is considered time worked.
3. If the employee is directed to report directly to a work site other than a regular City reporting location, travel time is not considered as time worked if the work site is the same distance from or closer to the employee's residence than the regular City reporting location.
 4. Court time and other pre-scheduled work time are not considered to fall under this policy. Employees reporting for a scheduled court appearance during off-duty time are guaranteed a minimum of one hour compensation. Other pre-scheduled work time is compensated for actual time worked.
 5. Employees called back to work more than one time during a shift will be compensated for total time worked or at least two (2) hours, whichever is greater.

VII. RESPONSE TIME

The department director or designee will determine the reasonable response time, but should generally not be less than thirty (30) minutes. Employees who live at greater distances from the City will be allowed a greater response time. Employees who fail to respond or report to on-call situations without a sufficient basis may be subject to disciplinary action unless the absence is specifically approved by their supervisor.

Supersedes/Amends: 613, 4/15/86 and 615, 04/15/86

Approved:


City Manager



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 614	SUBJECT SECONDARY CITY EMPLOYMENT
-----------------------	---

POLICY FOR SECONDARY CITY EMPLOYMENT


City employees may be employed in second positions with the city (secondary city employment) in certain circumstances. The following guidelines apply to secondary employment. (City employees who perform additional work for the City under a contractual arrangement are not considered to maintain an employment relationship and are not covered by this or by any other city personnel policies during the conduct of any contractual services.)

1. The second position involves part-time work which is on occasional or sporadic basis.
2. The second position is held at the option of the employee. Any additional work or secondary employment held at the direction or request of the City does not qualify under the provisions of this policy and is treated as an extension of the employee's primary position.
3. The secondary position is substantially different from the primary position and is not considered an extension of the primary position.
4. The secondary position is not in the same department as the employee's primary position.
5. The secondary employment is approved by the employee's primary department head.
6. The secondary employment is approved by the Director of Personnel.

Secondary employment which does not meet the above guidelines may be considered a continuation of the regular employment relationship.

Secondary employment is considered separate employment for benefits and general personnel administration purposes. The following policies and procedures apply:

1. Selection – Part-time employment opportunities will be posted and advertised on a regular basis unless the position is of a very limited duration and posting is waived by the Director of Personnel. City employees may apply for part-time positions with other departments through normal channels. In the event a city employee is selected for a part-time position, the secondary employment must be approved by the employee's regular department head and the Director of Personnel.

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL 
--	------------	---




CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION	SUBJECT
614	SECONDARY CITY EMPLOYMENT

2. Status – During the performance of duties in the secondary position, the employee will be considered a part-time employee, covered by and subject to part-time personnel policies except as noted below.
3. Compensation – The employee will be compensated at the established rate for the secondary position. The rate of compensation in the primary position has no relationship to compensation in the secondary position.
4. Overtime – Hours worked in the secondary employment are computed separately from hours worked in the primary assignment. Hours worked in the secondary employment will not be combined with hours worked in the primary position for the computation of overtime. An employee will be eligible for overtime compensation in the secondary position only if the hours worked in the secondary position exceed the standard weekly or other established work schedule and exceeds 40 hours per week or equivalent.
5. Benefits – Compensation in the secondary position will not be considered in the eligibility for any optional city benefits. Employees will not earn vacation, accrue sick leave, receive holiday pay, receive retirement fund credit or receive or be eligible for any other benefit in connection with the secondary employment. Injuries and illnesses resulting from the secondary employment may be covered by Worker's Compensation benefits. Any Worker's Compensation benefits will be based on the secondary employment compensation only.
6. Pay Differentials – Employees in secondary positions will not be eligible for any pay differentials such as holiday pay and shift change differential in the secondary position.
7. Pay – The employee's secondary department will submit the hours worked and the rate of pay to the employee's primary department. The employee's primary department will compute compensation. The employee will receive one paycheck from the city which includes compensation for both primary and secondary employment.
8. Merit Salary Increases – Employees may be eligible for merit increases in the secondary positions in accordance with city salary administration policies for part-time employees where the salary range provides for merit increases.
9. Performance – An employee may be terminated from the secondary employment for unsatisfactory or unacceptable performance in the position with no recourse through the City Grievance Procedure.

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION	SUBJECT
614	SECONDARY CITY EMPLOYMENT

10. Conduct – An employee may be disciplined or terminated from secondary employment due to any violation of city or departmental Rules of Conduct. Misconduct in connection with the secondary employment which does not affect the employee's primary position may result in disciplinary action or termination of the secondary employment but will not necessarily affect the employee's continued employment in the primary assignment. Such disciplinary actions may not be appealed through the city's grievance process.


Misconduct in the secondary employment which is considered to be of major magnitude (usually offenses justifying termination) and which is considered to affect the employee's relationship with the city as a whole may result in disciplinary action or termination of all employment with the city. The primary department head shall review any disciplinary action in the secondary employment to make decision as to whether the misconduct affects primary employment. In such case, the department head of the employee's primary assignment will process any disciplinary actions through the channels prescribed by city policy. Such termination may be appealed through the city's grievance procedure provided the employee is eligible.

11. Continued Employment – In order to continue employment in the secondary position, the employee must meet and maintain all qualifications for the position, must be available for work when required and must have satisfactory performance and conduct.

However the secondary employment may be terminated at any time for any reason without notice and without recourse.

Further, the employee's primary department head may require that the employee resign the secondary position if performance in the primary position is affected.

S:\PAM\600 Salary Administration\614 Secondary City Employment.doc

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL 
--	------------	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 10/01/91

SECTION 616	SUBJECT HOLIDAY COMPENSATION AND HOLIDAY DIFFERENTIAL PAY
-----------------------	---

HOLIDAY COMPENSATION

Holidays are granted to all regular full time employees who are in an active pay status on the working day prior to the holiday. Each eligible employee will receive time off with pay equal to the recognized number of holiday hours on the holiday or the employee will receive equivalent pay or compensatory time off at a later time.


The following guidelines are used in determining holiday benefits:

1. Only regular full time employees are eligible for holiday time off with pay or for additional compensation for work on a holiday. Part-time and temporary employees are not eligible for holiday benefits.
2. Employees absent without pay on the working day prior to the holiday are not eligible for holiday pay.
3. In the case of an employees who terminates employment and the last day actually worked is the last work day before a holiday, the employee is not eligible for holiday pay unless the holiday is the last day of the pay period and the employee has been on active status for the full pay period.

HOLIDAY DIFFERENTIAL PAY

When an employee who is eligible for overtime compensation is required to work on a recognized holiday, the employee may receive his/her regular holiday pay plus a holiday differential of one and one-half times his/her base hourly rate subject to the following provisions:

1. Employees whose work cycle does not normally require work on holidays may be eligible for holiday differential pay for actual work on a holiday. Assignments for work on a holiday must be approved in advance by the department head or his/her designated representative. Employees failing to report to assigned work on a holiday without just cause will forfeit the holiday pay.
2. The above provision also applies when an employee is required to work on a City recognized holiday which falls on a Saturday or a Sunday. Technically, the City recognizes the preceding Friday or following Monday but an eligible employee will be eligible for holiday differential for any work on both the day the City recognizes and for any work on the actual holiday.

AMENDS/SUPERSEDES SECTION 616-1, 02/01/90	REFERENCES	APPROVAL: 
--	------------	--



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 02/01/90

SECTION

616

SUBJECT

HOLIDAY COMPENSATION AND HOLIDAY DIFFERENTIAL PAY

3. Employees whose work schedules regularly require holiday coverage are not eligible for holiday differential pay. When such an employee is normally scheduled to work on a holiday, the holiday is considered a regular work day. Employees are however, granted compensatory time off equivalent to the recognized number of holiday hours. Further, should a holiday fall on an employee's scheduled "day off", the employee is granted compensatory time off equivalent to the recognized number of holiday hours. Reference Section 610, Overtime, for compensatory time policies. Pay in lieu of compensatory time off may be granted at the discretion of the department head.

AMENDS/SUPERSEDES
SECTION 616, 07/01/88

REFERENCES

APPROVAL:

SECTION 616 PAGE 2 OF 2



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 07/01/2006

SECTION	SUBJECT
618	TOOL ALLOWANCE POLICY AND PROCEDURES

I. GENERAL

A tool allowance may be granted to regular full-time employees who are in jobs which require the incumbent to possess a full set of automotive mechanic hand tools with a suitable locking tool box within the policy guidelines stated below. Covered jobs include Automotive Technician I and II, Master Automotive Technician, Automotive Welder, Preventive Maintenance Mechanic, Assistant Automotive Superintendent, Operations Superintendent-Vehicle & Equipment Services, Fire Equipment Specialist, and Superintendent-Fire Equipment Maintenance. The Director of Human Resources is authorized to make additions to the list of covered jobs following consultation with the appropriate department head.


II. ADMINISTRATION

A. Employees who are performing their regular job responsibilities in covered jobs and who maintain on-site in good repair a full set of automotive mechanic hand tools of sufficient quality, number, and variety to perform the required work in an efficient and effective manner are eligible for the allowance.

B. Eligibility

The tool allowance is paid once a year to employees who meet the following criteria as of June 30.

1. Employees who have been performing their regular job responsibilities in a covered job at least six months of the preceding twelve months and who are performing such responsibilities on active status in a covered job as of June 30 of that year may be granted the tool allowance.
2. Employees on Workers' Compensation, alternative work assignment, light duty, or unpaid time for more than six months of the preceding twelve months are not eligible for the tool allowance.
3. Employees not in an active status as of June 30 who otherwise meet requirements may have tool allowance paid upon return to full regular duty if within three months after June 30.
4. An employee who terminates on or before June 30 is not eligible for the tool allowance.
5. Regular part-time and temporary employees are not eligible for a tool allowance.

AMENDS/SUPERSEDES SECTION 618, DATED 9/1/01	REFERENCES Ordinances 5624-01/6320-07	APPROVAL 
--	--	---



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 07/01/2006

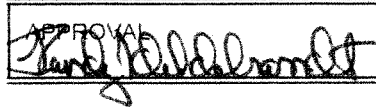
SECTION 618	SUBJECT TOOL ALLOWANCE POLICY AND PROCEDURES
----------------	---

C. Payment of Tool Allowance

Prior to the end of each fiscal year, the department will determine those employees in covered jobs who meet the eligibility requirements listed above for a tool allowance. The department head or designated representative will submit a memorandum to the Human Resources Department listing the social security numbers, names, and job titles of the eligible employees and certifying they meet all requirements for the tool allowance. The Human Resources Department will review the request and make arrangements for payment as appropriate.

1. The tool allowance is \$750 per fiscal year paid in a lump sum.
2. Employees who meet eligibility requirements will be paid the tool allowance for the preceding year within three months after June 30.
3. A tool allowance is considered as gross wages for purposes of retirement benefits calculations, federal and state withholding, FICA taxes, and other withholdings and contributions based on gross wages paid.
4. A tool allowance is not incorporated in hourly or base wages for purposes of calculating salary increases, overtime, life insurance coverage eligibility, or any other benefit other than those based on gross wages paid.
5. Employees are responsible for filing tool expenses on their tax returns.

S:\PAM\600 Salary Administration\618 Tool Allowance Policy and Procedures.doc

AMENDS/SUPERSEDES SECTION 618, DATED 9/1/01	REFERENCES Ordinances 5624-01/6320-07	APPROVAL 
--	--	---

EXECUTIVE & MANAGEMENT POSITIONS

EXECUTIVE STAFF (E-XX)

EXEMPT

Assistant City Manager

Assistant to the City Manager

Executive Office Administrator

MANAGEMENT STAFF (M-XX)

EXEMPT

Chief of Police*

City Assessor

Director of Adult Corrections

Director of Budget & Evaluation

Director of Codes Compliance

Director of Development

Director of Engineering

Director of Finance

Director of Human Resources

Director of Human Services

Director of Information Technology

Director of Internal Audit

Director of Juvenile Services

Director of Libraries & Information Services

Director of Parks, Recreation & Tourism

Director of Planning

Director of Public Utilities

Director of Public Works

Director of Vehicle & Equipment Services

Fire Chief*

GENERAL & HOURLY

Salary Schedule by Ranges

GENERAL & HOURLY SALARY SCHEDULE BY RANGES

General Grade	Entry	Max	General Grade	Entry	Max
G-02	\$20,323 \$9.77	\$35,178 \$16.91	G-14	\$42,016 \$20.20	\$74,864 \$35.99
G-03	\$21,588 \$10.38	\$37,293 \$17.93	G-15	\$44,651 \$21.47	\$79,565 \$38.25
G-04	\$22,927 \$11.02	\$39,623 \$19.05	G-16	\$47,408 \$22.79	\$84,475 \$40.61
G-05	\$24,350 \$11.71	\$42,056 \$20.22	G-17	\$50,384 \$24.22	\$89,799 \$43.17
G-06	\$25,862 \$12.43	\$44,688 \$21.48	G-18	\$53,608 \$25.77	\$95,526 \$45.93
G-07	\$27,468 \$13.21	\$47,448 \$22.81	G-19	\$56,926 \$27.37	\$101,440 \$48.77
G-08	\$29,174 \$14.03	\$50,386 \$24.22	G-20	\$60,485 \$29.08	\$107,790 \$51.82
G-09	\$30,996 \$14.90	\$53,561 \$25.75	G-21	\$64,276 \$30.90	\$114,550 \$55.07
G-10	\$32,939 \$15.84	\$56,929 \$27.37	G-22	\$68,292 \$32.83	\$121,700 \$58.51
G-11	\$35,012 \$16.83	\$62,395 \$30.00	G-23	\$72,592 \$34.90	\$129,377 \$62.20
G-12	\$37,196 \$17.88	\$66,273 \$31.86	G-24	\$77,128 \$37.08	\$137,457 \$66.09
G-13	\$39,543 \$19.01	\$70,469 \$33.88			

Hourly Grade	Entry	Max
H-01	\$8.83 \$18,368	\$12.69 \$26,386
H-02	\$9.39 \$19,526	\$13.46 \$28,005
H-03	\$9.96 \$20,727	\$14.59 \$30,341
H-04	\$10.59 \$22,037	\$15.52 \$32,283
H-05	\$11.26 \$23,413	\$16.52 \$34,365
H-06	\$11.96 \$24,877	\$19.32 \$40,193

Hourly Grade	Entry	Max
H-13	\$18.27 \$38,002	\$30.20 \$62,809
H-14	\$19.40 \$40,361	\$31.69 \$65,908
H-15	\$20.61 \$42,873	\$33.25 \$69,168
H-16	\$21.90 \$45,558	\$34.73 \$72,245
H-17	\$23.29 \$48,442	\$36.44 \$75,806

H-07	\$12.71 \$26,426	\$21.02 \$43,730
H-08	\$13.50 \$28,086	\$22.09 \$45,951
H-09	\$14.34 \$29,834	\$23.50 \$48,888
H-10	\$15.24 \$31,690	\$24.85 \$51,685
H-11	\$16.18 \$33,656	\$26.28 \$54,669
H-12	\$17.20 \$35,775	\$28.48 \$59,248

GENERAL & HOURLY

Salary Schedule by Positions

GENERAL & HOURLY ALPHABETICAL LISTING OF POSITIONS

POSITION TITLE	GRADE	FLSA	ENTRY	MAX
Accountant I	G-13	E	\$39,543	\$70,469
Accountant II	G-16	E	\$47,408	\$84,475
Accountant, Senior	G-17	E	\$50,384	\$89,799
Accounting Assistant I	G-04	N	\$22,927	\$39,623
Accounting Assistant II	G-06	N	\$25,862	\$44,688
Accounting Assistant, Senior	G-07	N	\$27,468	\$47,448
Accounting Coordinator	G-14	E	\$42,016	\$74,864
Accounting Manager	G-18	E	\$53,608	\$95,526
Accounting Specialist	G-11	N	\$35,012	\$62,395
Accounting Technician	G-08	N	\$29,174	\$50,386
Accounts Payable Supervisor	G-11	N	\$35,012	\$62,395
Accounts Payable Technician I	G-06	N	\$25,862	\$44,688
Accounts Payable Technician II	G-08	N	\$29,174	\$50,386
Accounts Payable Technician, Senior	G-10	N	\$32,939	\$56,929
Accreditation Manager I	G-12	E	\$37,196	\$66,273
Accreditation Manager II	G-13	E	\$39,543	\$70,469
Administration Manager	G-19	E	\$56,926	\$101,440
Administrative Assistant I	G-04	N	\$22,927	\$39,623
Administrative Assistant II	G-06	N	\$25,862	\$44,688
Administrative Assistant, Senior	G-08	N	\$29,174	\$50,386
Administrative Coordinator	G-10	N	\$32,939	\$56,929
Administrative Coordinator, Senior	G-12	N	\$37,196	\$66,273
Administrative Services Coordinator	G-16	E	\$47,408	\$84,475
Administrative Services Manager	G-19	E	\$56,926	\$101,440
Administrative Support Bureau Supervisor	G-15	E	\$44,651	\$79,565
Administrator of Building Services	G-23	E	\$72,592	\$129,377
Administrator of Community Recreation	G-21	E	\$64,276	\$114,550
Administrator of Development Projects	G-18	E	\$53,608	\$95,526
Administrator of Fiscal Services	G-19	E	\$56,926	\$101,440
Administrator of Solid Waste	G-23	E	\$72,592	\$129,377
Administrator of Stormwater Operations	G-23	E	\$72,592	\$129,377
Administrator of Street Maintenance	G-23	E	\$72,592	\$129,377
Administrator of Tourism	G-21	E	\$64,276	\$114,550
Administrator of Wastewater	G-23	E	\$72,592	\$129,377
Animal Control Officer I	G-08	N	\$29,174	\$50,386
Animal Control Officer II	G-10	N	\$32,939	\$56,929
Animal Control Officer, Senior	G-11	N	\$35,012	\$62,395
Animal Services Technician I	G-04	N	\$22,927	\$39,623
Animal Services Technician II	G-06	N	\$25,862	\$44,688
Animal Shelter Manager	G-19	E	\$56,926	\$101,440

Animal Shelter Supervisor	G-13	N	\$39,543	\$70,469
Appraiser I	G-12	E	\$37,196	\$66,273
Appraiser II	G-14	E	\$42,016	\$74,864
Appraiser III	G-15	E	\$44,651	\$79,565
Appraiser Supervisor	G-20	E	\$60,485	\$107,790
Appraiser, Senior	G-17	E	\$50,384	\$89,799
Aquatics Operations Coordinator	G-13	E	\$39,543	\$70,469
Aquatics Program Coordinator	G-13	E	\$39,543	\$70,469
Aquatics Supervisor	G-14	E	\$42,016	\$74,864
Archeologist	G-10	N	\$32,939	\$56,929
Archeologist, Senior	G-13	E	\$39,543	\$70,469
Architect I	G-15	E	\$44,651	\$79,565
Architect II	G-17	E	\$50,384	\$89,799
Architect III	G-18	E	\$53,608	\$95,526
Architectural Inspector I	G-10	N	\$32,939	\$56,929
Architectural Inspector II	G-12	N	\$37,196	\$66,273
Architectural Inspector, Senior	G-14	N	\$42,016	\$74,864
Asbestos Technician, Senior	G-15	N	\$44,651	\$79,565
Asphalt Finisher	H-08	N	\$13.50	\$22.09
Asphalt Finisher, Senior	H-09	N	\$14.34	\$23.50
Asset Management Administrator	G-19	E	\$56,926	\$101,440
Assistant Administrator of Solid Waste	G-18	E	\$53,608	\$95,526
Assistant Administrator of Stormwater	G-18	E	\$53,608	\$95,526
Assistant Administrator of Street Maintenance	G-18	E	\$53,608	\$95,526
Assistant Administrator of Wastewater	G-18	E	\$53,608	\$95,526
Assistant Automotive Superintendent	H-16	N	\$21.90	\$34.73
Assistant Buyer	G-10	N	\$32,939	\$56,929
Assistant Chief of Civil Design Engineering	G-21	E	\$64,276	\$114,550
Assistant Chief of Transportation Engineering	G-21	E	\$64,276	\$114,550
Assistant Director of Administrative Support Services	G-19	E	\$56,926	\$101,440
Assistant Director of Codes Compliance	G-21	E	\$64,276	\$114,550
Assistant Director of Development	G-23	E	\$72,592	\$129,377
Assistant Director of Engineering	G-25	E	\$81,947	\$146,053
Assistant Director of Finance	G-21	E	\$64,276	\$114,550
Assistant Director of Human Resources	G-22	E	\$68,292	\$121,700
Assistant Director of Information Technology	G-25	E	\$81,947	\$146,053
Assistant Director of Parks, Recreation & Tourism	G-24	E	\$77,128	\$137,457
Assistant Director of Public Utilities	G-25	E	\$81,947	\$146,053
Assistant Director of Public Works Administration	G-22	E	\$68,292	\$121,700
Assistant Director of Public Works Operations	G-24	E	\$77,128	\$137,457
Assistant Fire Chief*	G-22	E	\$68,292	\$121,700
Assistant Golf Professional	G-06	N	\$25,862	\$44,688
Assistant Police Chief*	G-25	E	\$81,947	\$146,053

Assistant Recreation Center Supervisor	G-05	N	\$24,350	\$42,056
Assistant Recreation Program Coordinator	G-08	N	\$29,174	\$50,386
Assistant Recycling Coordinator	G-13	E	\$39,543	\$70,469
Athletic Assistant	G-03	N	\$21,588	\$37,293
Athletic Field & Turf Supervisor	G-14	E	\$42,016	\$74,864
Automotive Technician I	H-10	N	\$15.24	\$24.85
Automotive Technician II	H-13	N	\$18.27	\$30.20
Automotive Technician, Master	H-15	N	\$20.61	\$33.25
Automotive Welder	H-13	N	\$18.27	\$30.20
Benefits Coordinator	G-10	N	\$32,939	\$56,929
Benefits Coordinator, Senior	G-11	N	\$35,012	\$62,395
Benefits Manager	G-18	E	\$53,608	\$95,526
Budget Analyst I	G-12	E	\$37,196	\$66,273
Budget Analyst II	G-14	E	\$42,016	\$74,864
Budget Analyst, Senior	G-17	E	\$50,384	\$89,799
Budget Manager	G-19	E	\$56,926	\$101,440
Building Codes Inspector	G-12	N	\$37,196	\$66,273
Building Codes Inspector, Senior	G-14	N	\$42,016	\$74,864
Building Supervisor	G-12	N	\$37,196	\$66,273
Business Analyst A	G-14	E	\$42,016	\$74,864
Business Analyst B	G-16	E	\$47,408	\$84,475
Business Analyst C	G-17	E	\$50,384	\$89,799
Business Development Specialist	G-14	E	\$42,016	\$74,864
Business Process Analyst	G-12	E	\$37,196	\$66,273
Business Process Analyst, Senior	G-15	E	\$44,651	\$79,565
Business Project Manager	G-19	E	\$56,926	\$101,440
Business Retention Coordinator	G-16	E	\$47,408	\$84,475
Buyer	G-14	E	\$42,016	\$74,864
Buyer Support Coordinator	G-11	N	\$35,012	\$62,395
Buyer, Senior	G-16	E	\$47,408	\$84,475
Call Taker	G-07	N	\$27,468	\$47,448
Carpenter I	H-08	N	\$13.50	\$22.09
Carpenter II	H-12	N	\$17.20	\$28.48
Carpenter Specialist	H-13	N	\$18.27	\$30.20
Chief Deputy City Clerk	G-14	E	\$42,016	\$74,864
Chief Engineer of Video Services	G-15	E	\$44,651	\$79,565
Chief of Civil Design Engineering	G-23	E	\$72,592	\$129,377
Chief of Distribution Engineering	G-23	E	\$72,592	\$129,377
Chief of Eligibility	G-20	E	\$60,485	\$107,790
Chief of Facilities Engineering	G-23	E	\$72,592	\$129,377
Chief of Fiscal Operations	G-18	E	\$53,608	\$95,526
Chief of Forest Resources	G-18	E	\$53,608	\$95,526
Chief of Operations Engineering	G-23	E	\$72,592	\$129,377

Chief of Prevention Services	G-19	E	\$56,926	\$101,440
Chief of Social Work Services	G-20	E	\$60,485	\$107,790
Chief of Transportation Engineering	G-23	E	\$72,592	\$129,377
Chief Ranger	G-17	E	\$50,384	\$89,799
Child Protective Services Specialist	G-15	E	\$44,651	\$79,565
Claims Adjuster	G-10	N	\$32,939	\$56,929
Codes Compliance Inspector I	G-09	N	\$30,996	\$53,561
Codes Compliance Inspector II	G-11	N	\$35,012	\$62,395
Codes Compliance Inspector III	G-12	N	\$37,196	\$66,273
Codes Compliance Inspector, Senior	G-14	N	\$42,016	\$74,864
Codes Enforcement Administrator	G-21	E	\$64,276	\$114,550
Codes Management Analyst	G-12	E	\$37,196	\$66,273
Combination Building Codes Inspector	G-13	N	\$39,543	\$70,469
Communications & Promotions Coordinator	G-14	E	\$42,016	\$74,864
Communications & Public Information Coordinator	G-14	E	\$42,016	\$74,864
Communications Administrator, 911	G-21	E	\$64,276	\$114,550
Communications Manager, 311	G-19	E	\$56,926	\$101,440
Communications Manager, 911	G-19	E	\$56,926	\$101,440
Communications Supervisor, 311	G-15	E	\$44,651	\$79,565
Communications Systems Specialist	G-16	E	\$47,408	\$84,475
Community Maintenance Coordinator	G-11	N	\$35,012	\$62,395
Community Programs Administrator	G-17	E	\$50,384	\$89,799
Community Relations & Communications Specialist	G-12	E	\$37,196	\$66,273
Community Relations & Program Coordinator	G-14	E	\$42,016	\$74,864
Community Resource Coordinator	G-15	E	\$44,651	\$79,565
Compliance Coordinator	G-13	E	\$39,543	\$70,469
Comprehensive Services Act Coordinator	G-18	E	\$53,608	\$95,526
Comptroller	G-19	E	\$56,926	\$101,440
Computer Aided Design Support Coordinator	G-15	N	\$44,651	\$79,565
Computer Lab Specialist	G-11	E	\$35,012	\$62,395
Computer Operator	G-09	N	\$30,996	\$53,561
Concrete Specialist	H-10	N	\$15.24	\$24.85
Concrete Worker	H-08	N	\$13.50	\$22.09
Concrete Worker, Senior	H-09	N	\$14.34	\$23.50
Construction Contracts Coordinator	G-11	N	\$35,012	\$62,395
Construction Inspection Supervisor	G-16	N	\$47,408	\$84,475
Construction Inspector I	G-10	N	\$32,939	\$56,929
Construction Inspector II	G-12	N	\$37,196	\$66,273
Construction Inspector, Senior	G-14	N	\$42,016	\$74,864
Construction Maintenance Worker I	H-04	N	\$10.59	\$15.52
Construction Maintenance Worker II	H-05	N	\$11.26	\$16.52
Construction Maintenance Worker, Senior	H-07	N	\$12.71	\$21.02
Construction Specialist	H-14	N	\$19.40	\$31.69

Cook	G-04	N	\$22,927	\$39,623
Cook, Senior	G-05	N	\$24,350	\$42,056
Coordinator of Public Information & Media Relations	G-17	E	\$50,384	\$89,799
Corrections Captain	G-16	E	\$47,408	\$84,475
Corrections Lieutenant	G-14	E	\$42,016	\$74,864
Corrections Officer	G-10	N	\$32,939	\$56,929
Corrections Officer, Senior	G-11	N	\$35,012	\$62,395
Corrections Sergeant	G-13	N	\$39,543	\$70,469
Crew Leader	H-08	N	\$13.50	\$22.09
Crew Supervisor A	H-09	N	\$14.34	\$23.50
Crew Supervisor B	H-12	N	\$17.20	\$28.48
Crew Supervisor C	H-14	N	\$19.40	\$31.69
Crime Analyst	G-14	E	\$42,016	\$74,864
Crime Analyst Supervisor	G-16	E	\$47,408	\$84,475
Custodial Supervisor	H-12	N	\$17.20	\$28.48
Custodian I	H-02	N	\$9.39	\$13.46
Custodian II	H-03	N	\$9.96	\$14.59
Custodian, Lead	H-05	N	\$11.26	\$16.52
Custodian, Senior	H-04	N	\$10.59	\$15.52
Customer Service Assistant I	G-04	N	\$22,927	\$39,623
Customer Service Assistant II	G-06	N	\$25,862	\$44,688
Customer Service Assistant, 311	G-06	N	\$25,862	\$44,688
Customer Service Assistant, Senior	G-07	N	\$27,468	\$47,448
Customer Service Assistant, Senior-311	G-07	N	\$27,468	\$47,448
Customer Services Manager	G-19	E	\$56,926	\$101,440
Data Center Supervisor	G-13	N	\$39,543	\$70,469
Deputy Assessor	G-22	E	\$68,292	\$121,700
Deputy City Clerk I	G-06	N	\$25,862	\$44,688
Deputy City Clerk II	G-10	N	\$32,939	\$56,929
Deputy Coordinator of Emergency Management	G-19	E	\$56,926	\$101,440
Deputy Director of Human Services	G-23	E	\$72,592	\$129,377
Deputy Director of Juvenile Services	G-23	E	\$72,592	\$129,377
Deputy Fire Chief*	G-25	E	\$81,947	\$146,053
Desktop Support Technician	G-05	N	\$24,350	\$42,056
Detention Specialist	G-11	N	\$35,012	\$62,395
Detention Specialist, Senior	G-12	N	\$37,196	\$66,273
Digital Services Manager	G-18	N	\$53,608	\$95,526
Dispatch Supervisor, 911	G-15	N	\$44,651	\$79,565
Dispatcher I, 911	G-08	N	\$29,174	\$50,386
Dispatcher II, 911	G-11	N	\$35,012	\$62,395
Dispatcher, Senior, 911	G-13	N	\$39,543	\$70,469
Distribution Manager	G-24	E	\$77,128	\$137,457
Dock Master	G-11	N	\$35,012	\$62,395

Dock Master, Assistant	G-10	N	\$32,939	\$56,929
Economic Analyst I	G-11	E	\$35,012	\$62,395
Economic Analyst II	G-14	E	\$42,016	\$74,864
Economic Analyst, Senior	G-17	E	\$50,384	\$89,799
Education Specialist	G-11	E	\$35,012	\$62,395
Electrical Instrumentation & Control Superintendent	G-18	E	\$53,608	\$95,526
Electrical Specialist	H-15	N	\$20.61	\$33.25
Electrical Specialist, Senior	H-17	N	\$23.29	\$36.44
Electrician I	H-09	N	\$14.34	\$23.50
Electrician II	H-12	N	\$17.20	\$28.48
Electronic Benefits Transfer Coordinator	G-13	E	\$39,543	\$70,469
Electronics Specialist	H-16	N	\$21.90	\$34.73
Electronics Technician	H-13	N	\$18.27	\$30.20
Eligibility Supervisor	G-15	E	\$44,651	\$79,565
Eligibility Supervisor, Senior	G-17	E	\$50,384	\$89,799
Eligibility Worker I	G-10	N	\$32,939	\$56,929
Eligibility Worker II	G-11	N	\$35,012	\$62,395
Eligibility Worker, Senior	G-12	N	\$37,196	\$66,273
Emergency Operations Planner I	G-12	E	\$37,196	\$66,273
Emergency Operations Planner II	G-13	E	\$39,543	\$70,469
Emergency Operations Technician	G-11	N	\$35,012	\$62,395
Employment Services Supervisor	G-17	E	\$50,384	\$89,799
Employment Services Supervisor, Senior	G-18	E	\$53,608	\$95,526
Employment Services Worker I	G-12	E	\$37,196	\$66,273
Employment Services Worker II	G-14	E	\$42,016	\$74,864
Employment Services Worker, Senior	G-15	E	\$44,651	\$79,565
Engineer I	G-16	E	\$47,408	\$84,475
Engineer II	G-18	E	\$53,608	\$95,526
Engineer III	G-20	E	\$60,485	\$107,790
Engineer, Senior	G-23	E	\$72,592	\$129,377
Engineering Specialist I	G-16	E	\$47,408	\$84,475
Engineering Specialist II	G-18	E	\$53,608	\$95,526
Engineering Specialist, Senior	G-20	E	\$60,485	\$107,790
Engineering Technician I	G-09	N	\$30,996	\$53,561
Engineering Technician II	G-11	N	\$35,012	\$62,395
Engineering Technician III	G-12	N	\$37,196	\$66,273
Engineering Technician, Senior	G-14	N	\$42,016	\$74,864
Enterprise Manager	G-23	E	\$72,592	\$129,377
Environmental Compliance Administrator	G-18	E	\$53,608	\$95,526
Environmental Scientist I	G-13	E	\$39,543	\$70,469
Environmental Scientist II	G-14	E	\$42,016	\$74,864
Environmental Services Manager	G-20	E	\$60,485	\$107,790
Environmental Specialist	G-14	E	\$42,016	\$74,864

Environmental Compliance Administrator	G-18	E	\$53,608	\$95,526
Environmental Sustainability Coordinator	G-17	E	\$50,384	\$89,799
Equipment Operator A	H-07	N	\$12.71	\$21.02
Equipment Operator B	H-08	N	\$13.50	\$22.09
Equipment Operator Specialist	H-12	N	\$17.20	\$28.48
Equipment Operator, Master	H-11	N	\$16.18	\$26.28
Equipment Operator, Senior	H-09	N	\$14.34	\$23.50
Executive Assistant	G-10	N	\$32,939	\$56,929
Executive Assistant to the City Manager	G-13	N	\$39,543	\$70,469
Facilities Manager	G-24	E	\$77,128	\$137,457
Family Assessment & Planning Team Coordinator	G-14	E	\$42,016	\$74,864
Family Services Aide	G-05	N	\$24,350	\$42,056
Family Services Specialist	G-14	E	\$42,016	\$74,864
Family Services Specialist, Senior	G-15	E	\$44,651	\$79,565
Family Services Supervisor	G-17	E	\$50,384	\$89,799
Family Services Supervisor, Senior	G-18	E	\$53,608	\$95,526
Family Support Worker	G-10	N	\$32,939	\$56,929
Field Engineer	G-23	E	\$72,592	\$129,377
Financial Analyst	G-11	E	\$35,012	\$62,395
Financial Management Analyst	G-14	E	\$42,016	\$74,864
Financial Services Administrator	G-17	E	\$50,384	\$89,799
Financial Services Analyst	G-16	E	\$47,408	\$84,475
Financial Services Assistant	G-05	N	\$24,350	\$42,056
Fire Equipment Specialist	H-16	N	\$21.90	\$34.73
Fire Prevention Inspector I	G-09	N	\$30,996	\$53,561
Fire Prevention Inspector II	G-11	N	\$35,012	\$62,395
Fire Public Education Coordinator	G-16	E	\$47,408	\$84,475
Fire Public Educator	G-11	E	\$35,012	\$62,395
Fleet Maintenance Supervisor	G-15	N	\$44,651	\$79,565
Fleet Operations Superintendent	G-17	E	\$50,384	\$89,799
Fleet Support Manager	G-17	E	\$50,384	\$89,799
Food Services Supervisor	G-13	N	\$39,543	\$70,469
Forensic Technician	G-13	N	\$39,543	\$70,469
Forest Technician I	G-05	N	\$24,350	\$42,056
Forest Technician II	G-08	N	\$29,174	\$50,386
Forester	G-14	E	\$42,016	\$74,864
Fraud Investigator	G-14	N	\$42,016	\$74,864
General Services Manager	G-23	E	\$72,592	\$129,377
Generator Mechanic I	H-08	N	\$13.50	\$22.09
Generator Mechanic II	H-12	N	\$17.20	\$28.48
Generator Specialist	H-15	N	\$20.61	\$33.25
Geographic Information System Cartographic Specialist	G-13	N	\$39,543	\$70,469
Geographic Information System Cartographic Technician	G-10	N	\$32,939	\$56,929

Geographic Information System Manager	G-18	E	\$53,608	\$95,526
Geographic Information System Programmer/ Analyst I	G-16	E	\$47,408	\$84,475
Geographic Information System Programmer/ Analyst II	G-17	E	\$50,384	\$89,799
Golf Course Superintendent	G-17	E	\$50,384	\$89,799
Golf Course Technician I	H-05	N	\$11.26	\$16.52
Golf Course Technician II	H-07	N	\$12.71	\$21.02
Golf Professional	G-14	E	\$42,016	\$74,864
Grants Accountant	G-16	E	\$47,408	\$84,475
Graphics Coordinator	G-15	E	\$44,651	\$79,565
Graphics Designer	G-10	N	\$32,939	\$56,929
Groundskeeper	H-04	N	\$10.59	\$15.52
Groundskeeper, Senior	H-05	N	\$11.26	\$16.52
Group Sales Coordinator	G-14	E	\$42,016	\$74,864
Healthy Families Supervisor	G-17	E	\$50,384	\$89,799
Help Desk Coordinator	G-12	N	\$37,196	\$66,273
Help Desk Engineer	G-14	N	\$42,016	\$74,864
Help Desk Engineer Manager	G-20	E	\$60,485	\$107,790
Help Desk Engineer Supervisor	G-17	E	\$50,384	\$89,799
Historic Site Assistant	G-05	N	\$24,350	\$42,056
Historic Site Coordinator	G-15	E	\$44,651	\$79,565
Historic Sites Project Coordinator	G-12	E	\$37,196	\$66,273
Horticulture Programs Coordinator	G-11	E	\$35,012	\$62,395
Housing Specialist	G-14	E	\$42,016	\$74,864
Human Resources Assistant	G-08	N	\$29,174	\$50,386
Human Resources Generalist	G-15	E	\$44,651	\$79,565
Human Resources Generalist, Senior	G-16	E	\$47,408	\$84,475
Human Resources Manager	G-19	E	\$56,926	\$101,440
Human Resources Specialist	G-13	N	\$39,543	\$70,469
Human Resources Training & Development Coordinator	G-15	E	\$44,651	\$79,565
Hydrant Repair Specialist	H-10	N	\$15.24	\$24.85
Hype Mentor Program Coordinator	G-13	E	\$39,543	\$70,469
Inflow Infiltration Technician	H-10	N	\$15.24	\$24.85
Inflow Infiltration Technician, Senior	H-11	N	\$16.18	\$25.77
Information Services Specialist I	G-10	N	\$32,939	\$56,929
Information Services Specialist II	G-11	N	\$35,012	\$62,395
Information Services Specialist, Senior	G-12	E	\$37,196	\$66,273
Information Technology Analyst A	G-14	E	\$42,016	\$74,864
Information Technology Analyst B	G-16	E	\$47,408	\$84,475
Information Technology Analyst C	G-17	E	\$50,384	\$89,799
Information Technology Auditor	G-19	E	\$56,926	\$101,440
Information Technology Manager	G-23	E	\$72,592	\$129,377
Information Technology Project Manager A	G-18	E	\$53,608	\$95,526
Information Technology Project Manager B	G-19	E	\$56,926	\$101,440

Information Technology Project Manager C	G-22	E	\$68,292	\$121,700
Information Technology Security Administrator	G-18	E	\$53,608	\$95,526
Information Technology Technical Services Manager	G-23	E	\$72,592	\$129,377
Information Technology Technician	G-10	N	\$32,939	\$56,929
Instrumentation & Control Specialist	H-16	N	\$21.90	\$34.73
Instrumentation & Control Specialist, Senior	H-17	N	\$23.29	\$36.44
Intake Officer	G-13	N	\$39,543	\$70,469
Intelligence Analyst	G-14	E	\$42,016	\$74,864
Intelligence Analyst, Senior	G-15	E	\$44,651	\$79,565
Internal Auditor	G-14	E	\$42,016	\$74,864
Internal Auditor, Senior	G-16	E	\$47,408	\$84,475
Irrigation Specialist	H-13	N	\$18.27	\$30.20
Jail Administrator	G-18	E	\$53,608	\$95,526
Juvenile Services Supervisor	G-14	E	\$42,016	\$74,864
Laboratory Analyst I	G-12	E	\$37,196	\$66,273
Laboratory Analyst II	G-14	E	\$42,016	\$74,864
Laboratory Analyst III	G-15	E	\$44,651	\$79,565
Laboratory Technician	G-08	N	\$29,174	\$50,386
Landfill Technician	H-11	N	\$16.18	\$26.28
Landscape Planner	G-14	E	\$42,016	\$74,864
Landscape Specialist	G-11	N	\$35,012	\$62,395
Landscape Technician	H-05	N	\$11.26	\$16.52
Landscape Technician, Senior	H-06	N	\$11.96	\$19.32
Laundry Worker	H-02	N	\$9.39	\$13.46
Law Clerk	G-14	E	\$42,016	\$74,864
Law Office Administrator	G-14	E	\$42,016	\$74,864
Legal Administrative Assistant	G-11	N	\$35,012	\$62,395
Legal Administrative Assistant, Senior	G-12	N	\$37,196	\$66,273
Legal Secretary I	G-08	N	\$29,174	\$50,386
Legal Secretary II	G-09	N	\$30,996	\$53,561
Librarian I	G-13	E	\$39,543	\$70,469
Librarian II	G-14	E	\$42,016	\$74,864
Librarian, Senior	G-16	E	\$47,408	\$84,475
Library Associate	G-12	E	\$37,196	\$66,273
Library Grant Specialist	G-14	E	\$42,016	\$74,864
Library Materials Specialist	G-05	N	\$24,350	\$42,056
Library Technician I	G-04	N	\$22,927	\$39,623
Library Technician II	G-05	N	\$24,350	\$42,056
Library Technician, Senior	G-06	N	\$25,862	\$44,688
Licensed Architect	G-20	E	\$60,485	\$107,790
Licensed Practical Nurse	G-10	N	\$32,939	\$56,929
Logistics Manager	G-17	E	\$50,384	\$89,799
Mail Clerk	G-05	N	\$24,350	\$42,056

Mailroom Coordinator	G-06	N	\$25,862	\$44,688
Maintenance Assistant	H-05	N	\$11.26	\$16.52
Maintenance Assistant, Senior	H-07	N	\$12.71	\$21.02
Maintenance Mechanic I	H-08	N	\$13.50	\$22.09
Maintenance Mechanic II	H-12	N	\$17.20	\$28.48
Maintenance Specialist	H-15	N	\$20.61	\$33.25
Maintenance Specialist, Senior	H-17	N	\$23.29	\$36.44
Management & Legislative Program Analyst	G-17	E	\$50,384	\$89,799
Management Analyst	G-12	E	\$37,196	\$66,273
Manager of Comprehensive Planning	G-20	E	\$60,485	\$107,790
Manager of Current Planning	G-20	E	\$60,485	\$107,790
Manager of Development	G-20	E	\$60,485	\$107,790
Manager of Development Plan Review	G-20	E	\$60,485	\$107,790
Manager of Special Development Projects	G-20	E	\$60,485	\$107,790
Manager of Technical Support	G-20	E	\$60,485	\$107,790
Marketing & Development Coordinator	G-13	E	\$39,543	\$70,469
Marketing Coordinator	G-13	E	\$39,543	\$70,469
Marketing Specialist	G-11	E	\$35,012	\$62,395
Mature Adult Center Supervisor	G-03	N	\$21,588	\$37,293
Media & Graphics Specialist	G-11	E	\$35,012	\$62,395
Meter Maintenance Supervisor	G-14	E	\$42,016	\$74,864
Meter Reader I	G-04	N	\$22,927	\$39,623
Meter Reader II	G-05	N	\$24,350	\$42,056
Meter Reader III	G-06	N	\$25,862	\$44,688
Meter Reader, Senior	G-09	N	\$30,996	\$53,561
Meter Reading Route Supervisor	G-11	N	\$35,012	\$62,395
Meter Repairer I	H-06	N	\$11.96	\$19.32
Meter Repairer II	H-08	N	\$13.50	\$22.09
Meter Specialist	H-13	N	\$18.27	\$30.20
Motor Pool Coordinator	G-07	N	\$27,468	\$47,448
Museum Curator	G-15	E	\$44,651	\$79,565
Museum Educational Coordinator	G-12	E	\$37,196	\$66,273
Museum Exhibit Coordinator	G-12	E	\$37,196	\$66,273
Museum Registrar	G-12	E	\$37,196	\$66,273
Natural Resources Manager	G-23	E	\$72,592	\$129,377
Network & Systems Manager	G-18	E	\$53,608	\$95,526
Network Communications Administrator	G-21	E	\$64,276	\$114,550
Network Engineer	G-18	E	\$53,608	\$95,526
Network Engineer, Lead	G-20	E	\$60,485	\$107,790
Occupational Health Services Coordinator	G-15	E	\$44,651	\$79,565
Office Assistant I	G-02	N	\$20,323	\$35,178
Office Assistant II	G-03	N	\$21,588	\$37,293
Office Manager	G-13	N	\$39,543	\$70,469

Operations Dispatcher	G-06	N	\$25,862	\$44,688
Operations Dispatcher, Senior	G-09	N	\$30,996	\$53,561
Operations Manager	G-19	E	\$56,926	\$101,440
Operations Superintendent	G-17	E	\$50,384	\$89,799
Operations Supervisor	G-15	E	\$44,651	\$79,565
Painter	H-09	N	\$14.34	\$23.50
Paralegal	G-10	N	\$32,939	\$56,929
Paralegal, Senior	G-12	N	\$37,196	\$66,273
Parent Educator	G-11	N	\$35,012	\$62,395
Park Events Coordinator	G-11	E	\$35,012	\$62,395
Park Ranger I	G-11	N	\$35,012	\$62,395
Park Ranger II	G-12	N	\$37,196	\$66,273
Park Ranger, Senior	G-14	N	\$42,016	\$74,864
Parking Enforcement Officer	G-05	N	\$24,350	\$42,056
Parking Lot Attendant	G-03	N	\$21,588	\$37,293
Parks Construction Project Coordinator	G-12	N	\$37,196	\$66,273
Parks Facility Coordinator	G-13	E	\$39,543	\$70,469
Parks Landscape & Irrigation Specialist	G-13	E	\$39,543	\$70,469
Parks Maintenance Specialist	H-10	N	\$15.24	\$24.85
Parks Operations Superintendent	G-18	E	\$53,608	\$95,526
Payroll Assistant	G-06	N	\$25,862	\$44,688
Payroll Coordinator	G-10	N	\$32,939	\$56,929
Payroll Supervisor	G-16	E	\$47,408	\$84,475
Payroll Technician	G-08	N	\$29,174	\$50,386
Permit Technician	G-08	N	\$29,174	\$50,386
Personnel Assistant	G-06	N	\$25,862	\$44,688
Personnel Coordinator	G-10	E	\$32,939	\$56,929
Personnel Coordinator, Senior	G-12	E	\$37,196	\$66,273
Pipelayer	H-08	N	\$13.50	\$22.09
Pipelayer Specialist	H-10	N	\$15.24	\$24.85
Pipelayer, Senior	H-09	N	\$14.34	\$23.50
Planner I	G-12	E	\$37,196	\$66,273
Planner II	G-14	E	\$42,016	\$74,864
Planner, Senior	G-17	E	\$50,384	\$89,799
Planning Technician	G-10	N	\$32,939	\$56,929
Plans Examiner I	G-15	E	\$44,651	\$79,565
Plans Examiner II	G-17	E	\$50,384	\$89,799
Plumber I	H-08	N	\$13.50	\$22.09
Plumber II	H-12	N	\$17.20	\$28.48
Plumber Specialist	H-13	N	\$18.27	\$30.20
Police Aide	G-08	N	\$29,174	\$50,386
Police Community Programs Coordinator	G-13	E	\$39,543	\$70,469
Police Fleet Coordinator	G-09	N	\$30,996	\$53,561

Police Fleet Coordinator, Senior	G-10	N	\$32,939	\$56,929
Police Information Officer	G-15	E	\$44,651	\$79,565
Police Investigative Technician	G-11	N	\$35,012	\$62,395
Police Planning Administrator	G-20	E	\$60,485	\$107,790
Police Planning Coordinator	G-16	E	\$47,408	\$84,475
Police Procurement Technician	G-08	N	\$29,174	\$50,386
Police Procurement Technician, Senior	G-09	N	\$30,996	\$53,561
Police Support Coordinator	G-11	N	\$35,012	\$62,395
Police Technician	G-11	N	\$35,012	\$62,395
Port Development Administrator	G-17	E	\$50,384	\$89,799
Process Control Systems Manager	G-18	E	\$53,608	\$95,526
Process Control Systems Specialist	G-16	N	\$47,408	\$84,475
Procurement Administrator	G-18	E	\$53,608	\$95,526
Procurement Coordinator	G-14	E	\$42,016	\$74,864
Procurement Technician	G-08	N	\$29,174	\$50,386
Procurement Technician, Senior	G-09	N	\$30,996	\$53,561
Professional Land Surveyor	G-16	E	\$47,408	\$84,475
Program Coordinator	G-11	N	\$35,012	\$62,395
Program Manager, Senior	G-14	E	\$42,016	\$74,864
Programmer Analyst I	G-11	N	\$35,012	\$62,395
Programmer Analyst II	G-14	E	\$42,016	\$74,864
Programmer Analyst, Senior	G-16	E	\$47,408	\$84,475
Programming Specialist I	G-17	E	\$50,384	\$89,799
Programming Specialist II	G-18	E	\$53,608	\$95,526
Programs Coordinator	G-18	E	\$53,608	\$95,526
Project Coordinator	G-18	E	\$53,608	\$95,526
Project Development Coordinator I	G-11	E	\$35,012	\$62,395
Project Development Coordinator II	G-14	E	\$42,016	\$74,864
Project Development Coordinator, Senior	G-17	E	\$50,384	\$89,799
Property & Evidence Technician	G-10	N	\$32,939	\$56,929
Property Manager	G-17	E	\$50,384	\$89,799
Public Works Field Representative	G-10	N	\$32,939	\$56,929
Public Works Field Representative, Senior	G-12	N	\$37,196	\$64,974
Public Works Management Analyst	G-14	E	\$42,016	\$74,864
Purchasing Agent	G-23	E	\$72,592	\$129,377
Purchasing Manager	G-19	E	\$56,926	\$101,440
Ranger Technician I	G-05	N	\$24,350	\$42,056
Ranger Technician II	G-08	N	\$29,174	\$50,386
Real Estate Coordinator	G-17	E	\$50,384	\$89,799
Records Management Specialist	G-14	E	\$42,016	\$74,864
Records Technician	G-08	N	\$29,174	\$50,386
Recreation Center Supervisor	G-10	N	\$32,939	\$56,929
Recreation Center Supervisor-School Age Program	G-10	N	\$32,939	\$56,929

Recreation Facility Rental Coordinator	G-10	N	\$32,939	\$56,929
Recreation Facility Supervisor	G-10	N	\$32,939	\$56,929
Recreation Operations Supervisor	G-14	E	\$42,016	\$74,864
Recreation Program Coordinator	G-11	E	\$35,012	\$62,395
Recreation Program Coordinator, Senior	G-13	E	\$39,543	\$70,469
Recreation Program Supervisor	G-14	E	\$42,016	\$74,864
Recreation Program Supervisor, Senior	G-15	E	\$44,651	\$79,565
Recreation Programs Superintendent	G-18	E	\$53,608	\$95,526
Recreation Promotions Specialist	G-13	E	\$39,543	\$70,469
Recreation Specialist	G-06	N	\$25,862	\$44,688
Recycling & Maintenance Assistant	H-05	N	\$11.26	\$16.52
Recovery Operations Manager	G-17	E	\$50,384	\$89,799
Registered Nurse	G-14	E	\$42,016	\$74,864
Research Assistant	G-08	N	\$29,174	\$50,386
Residuals Facilities Operator	G-11	N	\$35,012	\$62,395
Residuals Operations Supervisor	G-16	E	\$47,408	\$84,475
Resource Coordinator	G-14	E	\$42,016	\$74,864
Risk Manager	G-20	E	\$60,485	\$107,790
Safety Manager	G-17	E	\$50,384	\$89,799
Safety Officer	G-14	E	\$42,016	\$74,864
Safety Officer, Senior	G-16	E	\$47,408	\$84,475
Secure Detention Administrator	G-18	E	\$53,608	\$95,526
Security & Environmental Manager	G-19	E	\$56,926	\$101,440
Security Administrator	G-19	E	\$56,926	\$101,440
Security Assistant Administrator	G-14	E	\$42,016	\$74,864
Security Officer I	G-03	N	\$21,588	\$37,293
Security Officer II	G-04	N	\$22,927	\$39,623
Security Officer, Senior	G-08	N	\$29,174	\$50,386
Self-Contained Breathing Apparatus Technician I	H-10	N	\$15.24	\$24.85
Self-Contained Breathing Apparatus Technician II	H-13	N	\$18.27	\$30.20
Senior Citizen Advocate	G-16	E	\$47,408	\$84,475
Service Advisor	G-09	N	\$30,996	\$53,561
Site & Subdivision Specialist	G-13	E	\$39,543	\$70,469
Site & Subdivision Specialist, Senior	G-14	E	\$42,016	\$74,864
Site & Subdivision Technician	G-10	N	\$32,939	\$56,929
Social Work Aide	G-05	N	\$24,350	\$42,056
Source Water Monitoring Supervisor	G-11	N	\$35,012	\$62,395
Source Water Monitoring Technician I	G-08	N	\$29,174	\$50,386
Source Water Monitoring Technician II	G-10	N	\$32,939	\$56,929
Spray Technician	H-09	N	\$14.34	\$23.50
Staff Supervisor	G-11	N	\$35,012	\$62,395
Staff Technician	G-08	N	\$29,174	\$50,386
Storekeeper	G-08	N	\$29,174	\$50,386

Storekeeper, Senior	G-10	N	\$32,939	\$56,929
Structural Family Counselor	G-15	E	\$44,651	\$79,565
Superintendent of Animal Services	G-16	E	\$47,408	\$84,475
Superintendent of Construction	G-17	E	\$50,384	\$89,799
Superintendent of Cultural Arts	G-18	E	\$53,608	\$95,526
Superintendent of Maintenance	G-18	E	\$53,608	\$95,526
Superintendent of Park Maintenance & Landscaping	G-18	E	\$53,608	\$95,526
Supervising Librarian A	G-17	E	\$50,384	\$89,799
Supervising Librarian B	G-18	E	\$53,608	\$95,526
Supply Assistant I	G-04	N	\$22,927	\$39,623
Supply Assistant II	G-05	N	\$24,350	\$42,056
Supply Assistant, Senior	G-07	N	\$27,468	\$47,448
Supply Coordinator	G-09	N	\$30,996	\$53,561
Supply Specialist	G-08	N	\$29,174	\$50,386
Support Services Manager	G-18	E	\$53,608	\$95,526
Support Services Supervisor	G-11	N	\$35,012	\$62,395
Surveying Technician	G-11	N	\$35,012	\$62,395
Systems Administrator	G-17	E	\$50,384	\$89,799
Systems Administrator, Lead	G-20	E	\$60,485	\$107,790
Systems Administrator, Senior	G-18	E	\$53,608	\$95,526
Systems Database Administrator	G-18	E	\$53,608	\$95,526
Taxicab Permits Examiner	G-10	N	\$32,939	\$56,929
Telecommunications Engineer	G-18	E	\$53,608	\$95,526
Tennis Professional	G-11	E	\$35,012	\$62,395
Tourism Coordinator	G-14	E	\$42,016	\$74,864
Trades Assistant	H-06	N	\$11.96	\$19.32
Traffic Sign Fabricator	H-09	N	\$14.34	\$23.50
Traffic Signal Technician	H-11	N	\$16.18	\$26.28
Traffic Signs & Markings Mechanic	H-08	N	\$13.50	\$22.09
Traffic Signs & Markings Mechanic, Senior	H-09	N	\$14.34	\$23.50
Traffic Technician	G-07	N	\$27,468	\$47,448
Training Coordinator	G-13	E	\$39,543	\$70,469
Training Specialist	G-12	N	\$37,196	\$66,273
Tree Maintenance Assistant	H-07	N	\$12.71	\$21.02
Tree Maintenance Specialist	H-10	N	\$15.24	\$24.85
Utilities Locator	G-08	N	\$29,174	\$50,386
Utility Crew Supervisor	H-12	N	\$17.20	\$28.48
Utility Pipeline Inspector I	G-10	N	\$32,939	\$56,929
Utility Pipeline Inspector II	G-11	N	\$35,012	\$62,395
Utility Pipeline Inspector Supervisor	G-14	N	\$42,016	\$74,864
Utility Pipeline Inspector, Senior	G-13	N	\$39,543	\$70,469
Valve Inspector	H-10	N	\$15.24	\$24.85
Valve Maintenance Specialist	H-13	N	\$18.27	\$30.20

Vector Control Superintendent	G-17	E	\$50,384	\$89,799
Vector Control Technician	H-09	N	\$14.34	\$23.50
Video Production Assistant	G-08	N	\$29,174	\$50,386
Video Production Specialist	G-12	N	\$37,196	\$66,273
Video Production Specialist, Senior	G-14	N	\$42,016	\$74,864
Video Services and Communications Administrator	G-19	E	\$56,926	\$101,440
Video Technician	G-11	N	\$35,012	\$62,395
Volunteer Services Coordinator	G-15	E	\$44,651	\$79,565
Warehouse Manager	G-14	E	\$42,016	\$74,864
Wastewater Inspector	G-12	N	\$37,196	\$66,273
Water Distribution Operations Coordinator	G-16	E	\$47,408	\$84,475
Water Distribution Superintendent	G-18	E	\$53,608	\$95,526
Water Pumping Station Supervisor	G-11	N	\$35,012	\$62,395
Water Pumping Station Technician I	G-08	N	\$29,174	\$50,386
Water Pumping Station Technician II	G-10	N	\$32,939	\$56,929
Water Quality Manager	G-19	E	\$56,926	\$101,440
Water Resources Coordinator	G-14	E	\$42,016	\$74,864
Water Service Inspector	G-10	N	\$32,939	\$56,929
Water Service Representative I	G-04	N	\$22,927	\$39,623
Water Service Representative II	G-06	N	\$25,862	\$44,688
Water Service Representative, Senior	G-07	N	\$27,468	\$47,448
Water Service Supervisor	G-11	N	\$35,012	\$62,395
Water Systems Inspection Coordinator	G-13	N	\$39,543	\$70,469
Water Systems Inspector I	G-08	N	\$29,174	\$50,386
Water Systems Inspector II	G-10	N	\$32,939	\$56,929
Water Treatment Plant Manager	G-21	E	\$64,276	\$114,550
Water Treatment Plant Operator 1st Class	G-13	N	\$39,543	\$70,469
Water Treatment Plant Operator 2nd Class	G-11	N	\$35,012	\$62,395
Water Treatment Plant Operator 3rd Class	G-10	N	\$32,939	\$56,929
Water Treatment Plant Operator 4th Class	G-08	N	\$29,174	\$50,386
Water Treatment Plant Operator Trainee	G-07	N	\$27,468	\$47,448
Water Treatment Plant Shift Supervisor	G-16	N	\$47,408	\$84,475
Water Treatment Plant Superintendent	G-18	E	\$53,608	\$95,526
Watershed Inspector	G-11	N	\$35,012	\$62,395
Watershed Property Administrator	G-17	E	\$50,384	\$89,799
Waterworks Emergency Response Inspector	G-10	N	\$32,939	\$56,929
Waterworks Public Education & Information Specialist	G-14	E	\$42,016	\$74,864
Web Developer I	G-13	E	\$39,543	\$70,469
Web Developer II	G-16	E	\$47,408	\$84,475
Web Developer, Senior	G-18	E	\$53,608	\$95,526
Web Development Manager	G-21	E	\$64,276	\$114,550
Wireless Communications Installation Technician	G-13	N	\$39,543	\$70,469
Wireless Communications Manager	G-19	E	\$56,926	\$101,440

Wireless Communications Supervisor	G-17	E	\$50,384	\$89,799
Wireless Communications Technician	G-14	N	\$42,016	\$74,864
Wireless Communications Technician, Senior	G-16	N	\$47,408	\$84,475
Workers' Compensation Program Coordinator	G-15	E	\$44,651	\$79,565
Youth & Gang Violence Prevention Assistant	G-08	N	\$29,174	\$50,386
Youth & Gang Violence Prevention Coordinator	G-15	E	\$44,651	\$79,565
Youth Program Specialist	G-12	E	\$37,196	\$66,273
Youth Programs and Outreach Supervisor	G-17	E	\$50,384	\$89,799
Zoning Administrator	G-18	E	\$53,608	\$95,526
Zoning Coordinator	G-12	N	\$37,196	\$66,273

FIRE & POLICE
Salary Schedule

FIRE & POLICE SCHEDULE

GRADE	ENTRY	MAX
FP-01	Entry (A)	C
Firefighter/Medic Recruit	(0-6 mos)	(1-2 yrs)
Police Officer Recruit	\$38,325	\$1,000 increase
FP-02	\$42,393	\$71,348
FP-03	\$43,044	\$71,348
FP-04	\$44,924	\$75,606
FP-05	\$48,298	\$81,285
FP-06	\$55,046	\$92,642
FP-07	\$55,046	\$92,642
FP-08	\$61,794	\$103,999
FP-09	\$65,168	\$109,678
FP-10	\$68,542	\$114,550
FP-11	\$73,603	\$121,700
FP-12	\$78,976	\$129,377

POSITION LISTING	GRADE	FLSA	ENTRY	MAX
Assistant Fire Marshal I	FP-06	N	\$51,672	\$86,963
Assistant Fire Marshal II	FP-07	N	\$55,046	\$92,642
Deputy Fire Marshal	FP-09	E	\$65,168	\$109,678
EMS Chief	FP-12	E	\$78,976	\$129,377
Fire Battalion Chief	FP-10	E	\$68,542	\$114,550
Fire Captain	FP-08	N	\$61,794	\$103,999
Fire Lieutenant	FP-07	N	\$55,046	\$92,642
Fire Marshal	FP-11	E	\$73,603	\$121,700
Firefighter Specialist, Master	FP-04	N	\$44,924	\$75,606
Firefighter Specialist, Senior	FP-02	N	\$42,393	\$71,348
Firefighter, Master	FP-04	N	\$44,924	\$75,606
Firefighter, Senior	FP-03	N	\$43,044	\$71,348
Firefighter/Medic	FP-03	N	\$43,044	\$71,348
Firefighter/Medic Technician, Master	FP-04	N	\$44,924	\$75,606
Firefighter/Medic Technician, Senior	FP-02	N	\$42,393	\$71,348
Firefighter/Medic, Master	FP-05	N	\$48,298	\$81,285
Firefighter/Medic, Senior	FP-04	N	\$44,924	\$75,606
Police Captain	FP-11	E	\$73,603	\$121,700
Police Lieutenant	FP-09	E	\$65,168	\$109,678
Police Officer	FP-03	N	\$43,044	\$71,348
Police Officer, Master	FP-05	N	\$48,298	\$81,285
Police Officer, Senior	FP-04	N	\$44,924	\$75,606
Police Sergeant	FP-07	N	\$55,046	\$92,642

PART-TIME & TEMPORARY
Salary Schedule by Position

**PART-TIME & TEMPORARY SCHEDULE (X-PT)
NON-EXEMPT**

POSITION TITLE	ENTRY	STEP 1	STEP 2
Assistant Summer Center Supervisor	\$7.93	\$8.24	\$8.56
Automotive Aide	\$7.93	\$8.24	\$8.56
Bus Driver & Counselor	\$7.93	\$8.24	\$8.56
Child Care Assistant	\$7.93	N/A	N/A
Clerical Aide	\$7.61	\$7.67	\$7.72
Concessions Attendant	\$7.93	\$8.24	\$8.56
EOC Assistant	\$10.50	N/A	N/A
Facilitation Specialist	\$14 - \$20	N/A	N/A
Facility Attendant I	\$7.72	\$7.82	\$7.93
Facility Attendant II	\$7.93	\$8.24	\$8.56
Lead Concessions Attendant	\$8.56	\$8.87	\$9.19
Lead Facility Attendant	\$8.56	\$8.87	\$9.19
Lead Lifeguard I	\$11.76	\$12.08	N/A
Lead Lifeguard II	\$12.29	\$12.65	N/A
Library Page	\$7.61	\$7.67	\$7.72
Lifeguard I	\$9.35	N/A	N/A
Lifeguard II	\$9.66	\$10.03	N/A
Lifeguard, Senior	\$10.29	\$10.71	N/A
Maintenance Groundskeeper Aide I	\$7.72	\$7.82	\$7.93
Maintenance Groundskeeper Aide II	\$8.56	\$8.87	\$9.19
Marina Attendant I	\$7.93	\$8.24	\$8.56
Marina Attendant II	\$8.56	\$8.87	\$9.19
Marshal	\$7.61	\$7.67	\$7.72
Range & Cart Attendant	\$7.61	\$7.67	\$7.72
Ranger Aide I	\$7.93	\$8.24	\$8.56
Ranger Aide II	\$9.19	\$9.50	\$9.98
Recreation Aide	\$7.61	\$7.67	\$7.72
Recreation Leader	\$7.72	\$7.82	\$7.93
Recreation Program Leader I	\$8.56	\$8.87	\$9.19
Recreation Program Leader II	\$9.19	\$9.50	\$9.98
School Age Program Aide	\$7.61	\$7.67	\$7.72
School Age Program Facilitator	\$9.19	\$9.50	\$9.98
School Age Program Leader	\$7.72	\$7.82	\$7.93
Shallow Water Attendant	\$8.61	\$8.93	N/A
Starter	\$7.61	\$7.67	\$7.72
Summer Center Supervisor	\$9.19	\$9.50	\$9.98
Tennis Center Attendant I	\$7.72	\$7.82	\$7.93
Tennis Center Attendant II	\$7.93	\$8.24	\$8.56
Tennis Center Supervisor	\$9.19	\$9.50	\$9.98

Therapeutic Program Counselor I	\$8.56	\$8.87	\$9.19
Therapeutic Program Counselor II	\$9.19	\$9.50	\$9.98
Traffic Counter	\$7.93	\$8.24	\$8.56
Water Fitness Instructor I	\$16.80	\$17.85	\$18.90
Water Fitness Instructor II	\$19.95	\$21.00	\$23.10
Water Instructor Trainer	\$21.00	\$23.10	\$25.20
Water Safety Instructor Aide	\$7.88	\$8.30	\$8.72
Water Safety Instructor I	\$12.60	\$13.39	\$14.18
Water Safety Instructor II	\$14.70	\$15.49	\$16.28
Water Safety Instructor, Senior	\$16.80	\$17.85	\$18.90

CONSTITUTIONAL OFFICERS & ELECTED OFFICIALS
Salary Schedule by Position

SWORN EMPLOYEES OF THE SHERIFF

POSITION TITLE	GRADE	FLSA	ENTRY	STEP 1
Deputy I	DS-01	N	\$34,067	\$35,386

POSITION TITLE	GRADE	FLSA	ENTRY	MAX
Captain	DS-06	N	\$55,046	\$92,642
Colonel	DS-09	N	\$71,222	\$119,301
Corporal	DS-03	N	\$39,019	\$65,670
Deputy II	DS-02	N	\$35,645	\$62,220
Lieutenant	DS-05	N	\$51,672	\$86,963
Lieutenant - IT Analyst	DS-05	N	\$51,672	\$86,963
Lieutenant - Public Info Officer	DS-05	N	\$51,672	\$86,963
Major	DS-07	N	\$61,794	\$103,999
Master Deputy	DS-03	N	\$39,019	\$65,670
Master Sergeant	DS-04	N	\$44,924	\$75,606
Sergeant	DS-04	N	\$44,924	\$75,606

NON-SWORN EMPLOYEES OF THE SHERIFF

POSITION TITLE	GRADE	FLSA	ENTRY	MAX
Clerk Typist - State	CS-02	N	\$26,681	\$55,366
Lids Technician I	CS-03	N	\$30,633	\$58,376
Lids Technician II	CS-05	N	\$45,269	\$85,762
Medical Director	CS-05	E	\$45,269	\$85,762
Registered Nurse	CS-05	N	\$45,269	\$85,762
Secretary I	CS-01	N	\$22,327	\$45,310
Secretary II	CS-02	N	\$26,681	\$53,334

CONSTITUTIONAL OFFICES AND ELECTED OFFICIALS

POSITION TITLE	FLSA	ENTRY	MAX
CLERK OF COURTS			
Assistant Chief Deputy Clerk	E	N/A	N/A
Chief Deputy Clerk II	E	N/A	N/A
Deputy Clerk I	N	N/A	N/A
Deputy Clerk II	N	N/A	N/A
Deputy Clerk III	N	N/A	N/A
Deputy Clerk IV	N	N/A	N/A
COMMISSIONER OF THE REVENUE			
Accounting Assistant I	N	\$22,927	\$39,623
Accounting Assistant II	N	\$25,862	\$44,688
Accounting Technician	N	\$29,174	\$50,386
Administrative Coordinator	N	\$32,939	\$56,929
Business Auditor I	E	\$39,543	\$70,469
Business Auditor II	E	\$47,408	\$84,475
Business Audit Supervisor	E	\$53,608	\$95,526
Chief Deputy Comm. of the Revenue	E	\$68,292	\$121,700
Deputy Comm. of the Revenue	N	\$35,012	\$62,395
Field Representative I	N	\$29,174	\$50,386
Field Representative II	N	\$32,939	\$56,929
Information Technology Analyst B	E	\$47,408	\$84,475
Office Assistant	N	\$20,323	\$35,178
Tax Management Specialist	E	\$50,384	\$89,799
COMMONWEALTH ATTORNEY			
Administrative Assistant II	N	\$25,862	\$44,688
Administrative Coordinator, Senior	N	\$37,196	\$66,273
Assistant Commonwealth Attorney I	E	\$53,000	\$80,000
Assistant Commonwealth Attorney II	E	\$60,000	\$95,000
Assistant Commonwealth Attorney, Senior	E	\$73,000	\$120,000
Chief Deputy Commonwealth Attorney	E	\$93,000	\$150,000
Commonwealth Attorney Technician I	N	\$27,468	\$47,448
Commonwealth Attorney Technician II	N	\$30,996	\$53,561
Community Outreach & Education Coordinator	N	\$32,939	\$56,929
Deputy Commonwealth Attorney	E	\$80,000	\$135,000
Information Technology Analyst B	E	\$47,408	\$84,475
Legal Coordinator	N	\$35,012	\$62,395
Legal Investigator	N	\$42,016	\$74,864
Office Assistant II	N	\$21,588	\$37,293

Victim Witness Program Coordinator	E	\$35,012	\$62,395
Victim Witness Program Coordinator, Senior	E	\$42,016	\$74,864

TREASURER

Accounting Assistant I	N	\$22,927	\$39,623
Accounting Assistant II	N	\$25,862	\$44,688
Accounting Assistant, Senior	N	\$27,468	\$47,448
Accounting Technician	N	\$29,174	\$50,386
Administrative Coordinator	N	\$32,939	\$56,929
Administrative Deputy Treasurer	E	\$50,384	\$89,799
Deputy Treasurer	N	\$35,012	\$62,395
Information Business Analyst	E	\$50,384	\$89,799
Office Assistant II	N	\$21,588	\$37,293

VOTER REGISTRAR

Assistant Registrar	N	\$24,350	\$42,056
Assistant Registrar, Senior	N	\$25,862	\$42,056
Deputy Registrar	N	\$29,174	\$50,386

NON-DEPARTMENT AGENCIES

POSITION TITLE	FLSA	ENTRY	MAX
CIRCUIT COURT			
Law Clerk	N	\$42,015	\$73,396
COURT APPOINTED SPECIAL ADVOCATES			
CASA Program Director	E	N/A	N/A
Program Case Coordinator	E	N/A	N/A
Volunteer Services Training Coordinator	E	N/A	N/A
COURT SERVICES			
Intake Officer	N	\$39,543	\$69,087
HEALTH DEPARTMENT			
Emergency Operations Technician	N	\$16.83	\$29.41
PENINSULA ALCOHOL SAFETY ACTION PROGRAM			
ASAP Director	E	\$65,040	\$109,462
ASAP Case Manager Trainee	N	\$31,370	\$51,204
ASAP Case Manager	E	\$33,345	\$56,121
ASAP Case Manager, Senior	E	\$40,015	\$67,336
ASAP Facilitator	N	\$15.00	\$25.00
ASAP Program Specialist	E	\$37,660	\$63,383
PENINSULA COUNCIL ON WORKFORCE DEVELOPMENT			
Administrative Specialist	N	N/A	N/A
Career Development Specialist	N	N/A	N/A
Career Information Specialist	N	N/A	N/A
Community Relations/ Business Coordinator	E	N/A	N/A
Deputy Director	E	N/A	N/A
Disability Resource Coordinator	E	N/A	N/A
Disabled Veteran Ticket Coordinator	N	N/A	N/A
Executive Director	E	N/A	N/A
Information Management Specialist	E	N/A	N/A
Program Support Manager	E	N/A	N/A
REEP Employment Specialist	N	N/A	N/A
REEP Program Coordinator	N	N/A	N/A
REEP Project Manager	E	N/A	N/A
WIA Program Manager	E	N/A	N/A

